



County of Frederick, Virginia
Human Resources Department
General Application For Employment
107 North Kent Street, Winchester, Virginia 22601
(540) 665-5668

Please read carefully and understand fully the contents of this application before completing.

All information given will be used only for the purpose of determining your suitability for employment.

To avoid delay in processing your application, please answer all questions thoroughly.

You are directly responsible for updating the application for employment if and when any changes occur. Notification of such changes must be made in writing to the Human Resources Department.

Your application is active for a period of one year.

Should you need to provide additional information for any section of the application, please be sure to make a notation at the proper section and attach documentation when returning.

Should you have any questions regarding this application do not hesitate to contact the Human Resource Department. Any member of the HR staff will take whatever time necessary to explain any part of the application which you do not fully understand.

Date: _____

Position Applying for: _____

Full Name: _____

Current Mailing Address: _____

Telephone Number: _____

Cell Phone Number: _____

Email: _____

List any other names you are known by: _____

Are you legally eligible to work in the United States: Yes No

Previous Residences

List all residences you have had in the last 10 years including addresses while in College and away from home or while serving in the Armed Forces:

From: Month/Year To: Month/Year Complete Address (Include Street, City, State & ZIP)

Education

Provide the name and location of the high school you graduated from:

School Name: _____ Date Graduated: _____

School Address: _____

If you did not graduate from high school, when and where did you receive your GED?

Date Received: _____ Where: _____

Provide the following information on any colleges/universities you graduated from or attended:

College Name	Address	Dates Attended (From & To)	Degree	Major
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List any **specialized training** (including the dates attended and location of the school) you have completed along with any **certifications** received that is relevant to the position you are applying for:

Criminal History

Have you ever been convicted of a misdemeanor? Yes No

If yes, give date and explanation: _____

Have you ever been convicted of a felony? Yes No

If yes, give date and explanation: _____

Employment History

The employment history page is to give a complete record of your employment including all Full-time, Part-Time, Military service and Volunteer service. List history in order, beginning with your present or most recent position, describe thoroughly the duties and responsibilities for each position. Please account for all periods of unemployment. To explain problems or difficulties with prior place(s) of employment, you may attach additional documentaion.

May We Contact Your Present Employer? Yes No

If No, Explain Why _____

Employed By: _____

Employed From: _____ To: _____ Part Time Full Time
Month/Year Month/Year

Employer's Address: _____

Job Title: _____ Reason For Leaving: _____

Description of Duties: _____

Immediate Supervisor: _____ Phone #: _____ Ending Salary:

Employed By: _____

Employed From: _____ To: _____ Part Time Full Time
Month/Year Month/Year

Employer's Address: _____

Job Title: _____ Reason For Leaving: _____

Description of Duties: _____

Immediate Supervisor: _____ Phone #: _____ Ending Salary:

Employed By: _____

Employed From: _____ To: _____ Part Time Full Time
Month/Year Month/Year

Employer's Address: _____

Job Title: _____ Reason For Leaving: _____

Description of Duties: _____

Immediate Supervisor: _____ Phone #: _____ Ending Salary:

Employment History Continued

Employed By: _____

Employed From: _____

Month/Year

To: _____

Month/Year

Part Time

Full Time

Employer's Address: _____

Job Title: _____

Reason For Leaving: _____

Description of Duties: _____

Immediate Supervisor: _____

Phone #: _____

Ending Salary:

Employed By: _____

Employed From: _____

Month/Year

To: _____

Month/Year

Part Time

Full Time

Employer's Address: _____

Job Title: _____

Reason For Leaving: _____

Description of Duties: _____

Immediate Supervisor: _____

Phone #: _____

Ending Salary:

Employed By: _____

Employed From: _____

Month/Year

To: _____

Month/Year

Part Time

Full Time

Employer's Address: _____

Job Title: _____

Reason For Leaving: _____

Description of Duties: _____

Immediate Supervisor: _____

Phone #: _____

Ending Salary:

Employment History Continued

Employed By: _____

Employed From: _____

Month/Year

To: _____

Month/Year

Part Time

Full Time

Employer's Address: _____

Job Title: _____

Reason For Leaving: _____

Description of Duties: _____

Immediate Supervisor: _____

Phone #: _____

Ending Salary:

Employed By: _____

Employed From: _____

Month/Year

To: _____

Month/Year

Part Time

Full Time

Employer's Address: _____

Job Title: _____

Reason For Leaving: _____

Description of Duties: _____

Immediate Supervisor: _____

Phone #: _____

Ending Salary:

Employed By: _____

Employed From: _____

Month/Year

To: _____

Month/Year

Part Time

Full Time

Employer's Address: _____

Job Title: _____

Reason For Leaving: _____

Description of Duties: _____

Immediate Supervisor: _____

Phone #: _____

Ending Salary:

Professional References

Please list five (5) people you have known professionally for at least five (5) years or more who are not related to you by blood or marriage, and who reside in the United States:

1. Name: _____ Telephone Number: _____

Mailing Address: _____

Occupation: _____

2. Name: _____ Telephone Number: _____

Mailing Address: _____

Occupation: _____

3. Name: _____ Telephone Number: _____

Mailing Address: _____

Occupation: _____

4. Name: _____ Telephone Number: _____

Mailing Address: _____

Occupation: _____

5. Name: _____ Telephone Number: _____

Mailing Address: _____

Occupation: _____

The statements made by me in this application are true and complete to the best of my knowledge. I understand that any willful misstatements or material omissions on this application will be considered sufficient cause to disqualify me for employment with the County of Frederick, Virginia.

Applicant Signature: _____ Date: _____

Employees and applicants for employment with the County of Frederick shall be afforded equal opportunity in all aspects of employment without regard to race, color, religion, national origin, disability, gender, age or military status.