



Office use only	
Date submitted	
Received by	

**APPLICATION FOR EMPLOYMENT**  
Scott County, Virginia

- Follow instructions carefully
- Provide detail – do not use “see resume”
- If accommodation or assistance is needed in completing this application, contact the county offices.
- Print or type
- Check for errors & signature before submitting

POSITION APPLYING FOR:

**General Information**

Name (Last, First, Middle Initial) <input style="width: 95%; height: 20px;" type="text"/>	Work Telephone <input style="width: 95%; height: 20px;" type="text"/>	Home Telephone <input style="width: 95%; height: 20px;" type="text"/>	Email Address <input style="width: 95%; height: 20px;" type="text"/>
Mailing Address <input style="width: 95%; height: 20px;" type="text"/>	City <input style="width: 95%; height: 20px;" type="text"/>	State <input style="width: 40%; height: 20px;" type="text"/>	Zip Code <input style="width: 40%; height: 20px;" type="text"/>

Have you ever been employed in any agency, department, board or commission of Scott County?  
 No  Yes  If so, please state dates of employment: From  (M/Y) to  (M/Y),  
 and the agency, department, board or commission to which you were employed:

Are eligible to work in the United States?  Yes (Eligibility will be verified prior to employment.)

Have you ever been convicted of a crime other than a minor traffic violation?  Yes  No  
 If yes, please explain:   
(Convictions are not an absolute bar to employment but will be considered in relationship to the job requirements.)

How did you learn about this opening?

VA Code Section 2.2-2804 prohibits employment by any political subdivision of the Commonwealth of Virginia of a person who was required to present himself and submit to federal Selective Service registration requirement and failed to do so. If you were required to register for Selective Service, have you done so?  Yes  No  NA

**Education and/or Training**

Did you graduate high school or earn a GED?  Yes – year earned   No- Highest grade completed

Higher / advanced learning or training. SCHOOL NAME AND LOCATION <small>(college, business, vocational, or other)</small>	Field, Trade, Major	Did you graduate?	Diploma, Degree, Certificate earned & and year received.
<input style="width: 95%; height: 25px;" type="text"/>	<input style="width: 95%; height: 25px;" type="text"/>	<input style="width: 95%; height: 25px;" type="text"/>	<input style="width: 95%; height: 25px;" type="text"/>
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**License or Certification** List all current and expired certifications which would pertain to the position you are applying for.

License/Certification	State	Profession	License/Certification #	Expiration Date
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I have attached sheet(s) listing additional education, training, license or certifications.

Check box if applicable.

**Employment History:**

- Start with your current or last job – include armed forces service and self-employment.
- Any change of job title under the same employer should be considered a separate position.
- Provide detail; do not use “see resume” or leave out information. Write **NA** in blocks that are not applicable.

May we contact your current employer for a reference? <input type="checkbox"/> Yes <input type="checkbox"/> No			
<b>1.</b>	Employer <input style="width:90%;" type="text"/>	Telephone Number <input style="width:80%;" type="text"/>	Supervisor's Name <input style="width:90%;" type="text"/>
Type of Business <input style="width:95%;" type="text"/>		Address <input style="width:95%;" type="text"/>	
Your Job Title <input style="width:95%;" type="text"/>		Dates Employed (indicate months & years) From: <input style="width:15%;" type="text"/> To: <input style="width:15%;" type="text"/>	
		Average Hours Worked Per Week <input style="width:15%;" type="text"/>	
Duties: <input style="width:95%; height:50px;" type="text"/>			
Monthly Salary <input style="width:15%;" type="text"/>		Reason for Leaving or Reason for Considering Leaving if Still Employed <input style="width:95%;" type="text"/>	
<b>2.</b>	Employer <input style="width:90%;" type="text"/>	Telephone Number <input style="width:80%;" type="text"/>	Supervisor's Name <input style="width:90%;" type="text"/>
Type of Business <input style="width:95%;" type="text"/>		Address <input style="width:95%;" type="text"/>	
Your Job Title <input style="width:95%;" type="text"/>		Dates Employed (indicate months & years) From: <input style="width:15%;" type="text"/> To: <input style="width:15%;" type="text"/>	
		Average Hours Worked Per Week <input style="width:15%;" type="text"/>	
Duties: <input style="width:95%; height:50px;" type="text"/>			
Monthly Salary <input style="width:15%;" type="text"/>		Reason for Leaving or Reason for Considering Leaving if Still Employed <input style="width:95%;" type="text"/>	
<b>3.</b>	Employer <input style="width:90%;" type="text"/>	Telephone Number <input style="width:80%;" type="text"/>	Supervisor's Name <input style="width:90%;" type="text"/>
Type of Business <input style="width:95%;" type="text"/>		Address <input style="width:95%;" type="text"/>	
Your Job Title <input style="width:95%;" type="text"/>		Dates Employed (indicate months & years) From: <input style="width:15%;" type="text"/> To: <input style="width:15%;" type="text"/>	
		Average Hours Worked Per Week <input style="width:15%;" type="text"/>	
Duties: <input style="width:95%; height:50px;" type="text"/>			
Monthly Salary <input style="width:15%;" type="text"/>		Reason for Leaving or Reason for Considering Leaving if Still Employed <input style="width:95%;" type="text"/>	
Attach sheet if you have additional employment history. <input type="checkbox"/> <b>ADDITIONAL SHEET ATTACHED</b>			

<p><b>Skills and Talents:</b> List any special skills or talents which you could utilize in the position for which you are applying:</p> <div style="border: 1px solid black; height: 150px; width: 95%; margin-top: 5px;"></div>
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**References:** Identify three individuals who know you well enough to validate your personal attributes such as integrity and passion and to attest to your academic or professional strengths. *Additional references may be submitted on an attached sheet.*

Name: <input style="width: 90%;" type="text"/>	Address: <input style="width: 90%;" type="text"/>		
Phone: (H) <input style="width: 25%;" type="text"/>	(W) <input style="width: 25%;" type="text"/>	(C) <input style="width: 25%;" type="text"/>	Email: <input style="width: 25%;" type="text"/>
How does this person know you? ( <i>coworker, friend, pastor, etc.</i> )			
<input style="width: 95%;" type="text"/>			

Name: <input style="width: 90%;" type="text"/>	Address: <input style="width: 90%;" type="text"/>		
Phone: (H) <input style="width: 25%;" type="text"/>	(W) <input style="width: 25%;" type="text"/>	(C) <input style="width: 25%;" type="text"/>	Email: <input style="width: 25%;" type="text"/>
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How does this person know you? ( <i>coworker, friend, pastor, etc.</i> )			
<input style="width: 95%;" type="text"/>			

I hereby certify that the facts set forth in the above employment application are true and complete to the best of my knowledge and authorize Scott County to verify their accuracy and to obtain reference information on my work performance. I consent to a criminal history background check. I hereby release Scott County from any/all liability of whatever kind and nature which, at any time, could result from obtaining and basing an employment decision on such information.

I understand that falsified statements of any kind or omissions of facts called for on this application may result in disqualification for consideration for employment or, if already employed, grounds for immediate dismissal.

I understand that should an employment offer be extended to me and accepted, I will fully adhere to the policies, rules and regulations of employment of Scott County. However, I further understand that neither the policies, rules, regulations of employment or anything said during the interview process shall be deemed to constitute the terms of an implied employment contract. I understand that any employment offered is for an indefinite duration and at will and that either I or Scott County may terminate my employment at any time with or without notice or cause.

Applicant's Signature (a typed name is considered signing)

Date

- All information provided is subject to the Virginia Freedom of Information Act (FOIA), located at § 2.2-3700 et seq. of the Code of Virginia.
- Scott County is an **EOE** (equal opportunity employer) and does not discriminate against otherwise qualified applicants on the basis of race, color, creed, religion, ancestry, age, sex, marital status, national origin, disability or handicap, or veteran status.
- Applications submitted in response to an advertised position vacancy will be retained three (3) years.
- Applications which are submitted when no position has been announced will be retained for six (6) months.
- Fill in all requested information. If an application is submitted with a line or section with incomplete information or filled out incorrectly may be discarded. In all sections that do not apply to you write NA (Not applicable).

**Submit completed application to: Scott County Administrative Offices, 336 Water Street, Gate City, VA 24251**

Name:

**Additional Employment History:**

--

Name:

**Additional Education and Training:**

Higher / advanced learning or training. SCHOOL NAME AND LOCATION <small>(college, business, vocational, or other)</small>	Field, Trade, Major	Did you graduate?	Diploma, Degree, Certificate earned & and year received.
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Name:

**Additional References:**