

**NOTICE TO ALL APPLICANTS SEEKING  
EMPLOYMENT WITH SHENANDOAH COUNTY**

Shenandoah County requires all applications for employment to be completed in full with applicant's signature. "See Resume" is not an acceptable response.

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# APPLICATION FOR EMPLOYMENT



## SHENANDOAH COUNTY, VIRGINIA

600 North Main Street *An Equal Opportunity Employer* Woodstock, Virginia 22664

It is the policy of Shenandoah County to base personnel administration on merit principles, including equitable compensation based on job classification; evaluation, selection, and promotion based on ability, knowledge, skills, and performance; and fair and equal treatment of applicants and employees in all aspects of personnel management without regard to their race, creed, color, religion, national origin, ancestry, political affiliation, disability, sex, age, or marital status.

(PLEASE PRINT OR TYPE)

Date of Application: \_\_\_\_\_

Position(s) Applied For: \_\_\_\_\_

Name: \_\_\_\_\_

Last

First

Middle

Address: \_\_\_\_\_

Number

Street

City

State

Zip

Telephone: ( ) \_\_\_\_\_ (day) Social Security Number: \_\_\_\_\_

( ) \_\_\_\_\_ (eve) Email: \_\_\_\_\_

(To be used as a primary method of written notification)

Have you been employed here before? \_\_\_\_\_ Yes \_\_\_\_\_ No If yes, give date \_\_\_\_\_

Are you employed now? \_\_\_\_\_ Yes \_\_\_\_\_ No May we contact your present employer? \_\_\_\_\_

Are you on a lay-off and subject to recall? \_\_\_\_\_ Yes \_\_\_\_\_ No

Are you legally eligible for employment in the United States? \_\_\_\_\_ Yes \_\_\_\_\_ No

Under the Immigration Reform and Control Act of 1986, you will be required to fill out a certification verifying that you are eligible to be employed and verifying your identity. You will be required to provide documentation to that effect should you be employed.

In accordance with Section 2.2-2804 of the Code of Virginia, if you are/were required to register for the Selective Service, have you done so? \_\_\_\_\_ Yes \_\_\_\_\_ No

If no, state reason: \_\_\_\_\_

On what date would you be available for work \_\_\_\_\_

Are you available to work \_\_\_\_\_ Full Time \_\_\_\_\_ Part Time \_\_\_\_\_ Shift Work \_\_\_\_\_ Temporary

Can you travel if a job requires it? \_\_\_\_ Yes \_\_\_\_ No Are you 18 years or older? \_\_\_\_ Yes \_\_\_\_ No

Can you perform the essential functions of the job for which you are being considered with or without reasonable accommodation? \_\_\_\_ Yes \_\_\_\_ No

**EDUCATION**

	Elementary	High	College/Univ.	Grad./Prof.
School Name				
Years Completed				
Diploma/Degree				
Describe Course of Study				
Describe Specialized Training, Apprenticeship, Skills, and Extra Curricular Activities				

Honors Received: \_\_\_\_\_

Indicate languages you speak, read, and/or write:

	FLUENT	GOOD	FAIR
Speak			
Read			
Write			

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

Commercial Driver's License? \_\_\_\_ Yes \_\_\_\_ No

Have you been convicted of a felony within the last 7 years? \_\_\_\_ Yes \_\_\_\_ No

If Yes, please explain:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(A conviction will not necessarily disqualify the applicant from employment.)

Give name, address and telephone number of three references who are not related to you and are not previous employers:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**EMPLOYMENT EXPERIENCE**

Start with your present job. Include military service assignments and volunteer activities.

Employer	Dates Employed		Work Performed:
Telephone	From	To	
Address			
Job Title	Hourly Rate/Salary		
Supervisor	Starting	Final	
Reason for Leaving			
May We Contact this Supervisor?	Yes	No	

Employer	Dates Employed		Work Performed:
Telephone	From	To	
Address			
Job Title	Hourly Rate/Salary		
Supervisor	Starting	Final	
Reason for Leaving			
May We Contact this Supervisor?	Yes	No	

Employer	Dates Employed		Work Performed:
Telephone	From	To	
Address			
Job Title	Hourly Rate/Salary		
Supervisor	Starting	Final	
Reason for Leaving			
May We Contact this Supervisor?	Yes	No	

*If you need additional space, please continue on a separate sheet of paper.*

Have you ever been discharged or asked to resign from a job?  Yes  No  
 If Yes, explain: \_\_\_\_\_

Explain any gaps in work history \_\_\_\_\_

List professional, trade, business, or civic activities and office held: \_\_\_\_\_

(You need not disclose membership in professional organizations that may reveal information regarding the race, color, creed, sex, religion, national origin, age, disability, or any other protected status.)

**Special Skills and Qualifications**

Summarize special skills and qualifications, acquired from employment or other experience, which may be of specific value in the job for which you are applying. \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_

State any additional information you feel may be helpful to us in considering your application.

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This application for employment is good for 30 days only. Consideration for employment after 30 days requires a new application. This application will be given every consideration, but its receipt does not imply that the applicant will be employed. In processing this employment application, the County may request that an investigative consumer report be prepared, which may include a request to a credit bureau, as well as information as to the applicant's character, general reputation, mode of living, and/or personal characteristics. If the County makes such a request in connection with this application, it will notify you within three (3) days of the request. The applicant has the right to request that the County completely and accurately disclose to the applicant the nature and scope of the investigation requested. Such a request must be made in writing to the County Administrator's office within a reasonable time after receipt of notice from the County of the request.

**APPLICANT'S STATEMENT**

In the event of my employment to a position with the County, I will comply with all rules and regulations as set forth in County policies or procedures. Further, I understand that regardless of the date of payment of my wages or salary, my employment can be terminated at any time without notice or cause. I understand that this application is not a contract of employment. I understand that such employment is, insofar as permitted by the Rehabilitation Act of 1973 and the Americans with Disabilities Act, conditioned upon favorable health evidence, which may include a blood or urine test by a physician selected by the County to which I hereby assent. I agree that the examining physician may disclose these findings to the County or an authorized agent of the County.

I certify that the answers given herein are true and complete to the best of my knowledge. I authorize the County to verify the accuracy of all of the information provided herein and to obtain reference information on my work performance. I hereby release the County from any and all liability of whatever kind and nature that, at any time, could result from obtaining and basing an employment decision on such information. I further understand that any false or misleading information given in this application or in any interview may result in disqualification for consideration for employment or, if already employed, discipline up to and including discharge.

\_\_\_\_\_  
*Signature of Applicant*

\_\_\_\_\_  
*Date*

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**FOR PERSONNEL DEPARTMENT USE ONLY**

Arrange Interview \_\_\_\_\_ Yes \_\_\_\_\_ No

Remarks: \_\_\_\_\_  
\_\_\_\_\_

Employed \_\_\_\_\_ Yes \_\_\_\_\_ No      Salary \$ \_\_\_\_\_

Date of Employment \_\_\_\_\_

Job Title \_\_\_\_\_ Dept. \_\_\_\_\_

By \_\_\_\_\_  
Name and Title                      Date

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## Supplementary Experience Form

Social Security Number \_\_\_\_\_  
Name \_\_\_\_\_

Position Applied For \_\_\_\_\_  
Announcement Number \_\_\_\_\_

Job Title \_\_\_\_\_  
Employer \_\_\_\_\_  
Address \_\_\_\_\_  
Phone \_\_\_\_\_

Type of business \_\_\_\_\_  
Immediate Supervisor \_\_\_\_\_  
Title \_\_\_\_\_  
Salary (start) \_\_\_\_\_ (finish) \_\_\_\_\_  
Dates (mo/yr \_\_\_\_\_ to (mo/yr) \_\_\_\_\_  
Full-time \_\_\_\_\_ Part-time \_\_\_\_\_ Hours/week \_\_\_\_\_

Duties \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Number and title of employees you supervised \_\_\_\_\_  
Equipment/software used \_\_\_\_\_  
Reason for leaving \_\_\_\_\_  
Your name if different from present \_\_\_\_\_

Job Title \_\_\_\_\_  
Employer \_\_\_\_\_  
Address \_\_\_\_\_  
Phone \_\_\_\_\_

Type of business \_\_\_\_\_  
Immediate Supervisor \_\_\_\_\_  
Title \_\_\_\_\_  
Salary (start) \_\_\_\_\_ (finish) \_\_\_\_\_  
Dates (mo/yr \_\_\_\_\_ to (mo/yr) \_\_\_\_\_  
Full-time \_\_\_\_\_ Part-time \_\_\_\_\_ Hours/week \_\_\_\_\_

Duties \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Number and title of employees you supervised \_\_\_\_\_  
Equipment/software used \_\_\_\_\_  
Reason for leaving \_\_\_\_\_  
Your name if different from present \_\_\_\_\_

Job Title \_\_\_\_\_  
Employer \_\_\_\_\_  
Address \_\_\_\_\_  
Phone \_\_\_\_\_

Type of business \_\_\_\_\_  
Immediate Supervisor \_\_\_\_\_  
Title \_\_\_\_\_  
Salary (start) \_\_\_\_\_ (finish) \_\_\_\_\_  
Dates (mo/yr \_\_\_\_\_ to (mo/yr) \_\_\_\_\_  
Full-time \_\_\_\_\_ Part-time \_\_\_\_\_ Hours/week \_\_\_\_\_

Duties \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Number and title of employees you supervised \_\_\_\_\_  
Equipment/software used \_\_\_\_\_  
Reason for leaving \_\_\_\_\_  
Your name if different from present \_\_\_\_\_

Job Title \_\_\_\_\_  
Employer \_\_\_\_\_  
Address \_\_\_\_\_  
Phone \_\_\_\_\_

Type of business \_\_\_\_\_  
Immediate Supervisor \_\_\_\_\_  
Title \_\_\_\_\_  
Salary (start) \_\_\_\_\_ (finish) \_\_\_\_\_  
Dates (mo/yr \_\_\_\_\_ to (mo/yr) \_\_\_\_\_  
Full-time \_\_\_\_\_ Part-time \_\_\_\_\_ Hours/week \_\_\_\_\_

Duties \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Number and title of employees you supervised \_\_\_\_\_  
Equipment/software used \_\_\_\_\_  
Reason for leaving \_\_\_\_\_  
Your name if different from present \_\_\_\_\_

Job Title \_\_\_\_\_  
Employer \_\_\_\_\_  
Address \_\_\_\_\_  
Phone \_\_\_\_\_

Type of business \_\_\_\_\_  
Immediate Supervisor \_\_\_\_\_  
Title \_\_\_\_\_  
Salary (start) \_\_\_\_\_ (finish) \_\_\_\_\_  
Dates (mo/yr \_\_\_\_\_ to (mo/yr) \_\_\_\_\_  
Full-time \_\_\_\_\_ Part-time \_\_\_\_\_ Hours/week \_\_\_\_\_

Duties \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Number and title of employees you supervised \_\_\_\_\_  
Equipment/software used \_\_\_\_\_  
Reason for leaving \_\_\_\_\_  
Your name if different from present \_\_\_\_\_

# County of Shenandoah

BOARD OF SUPERVISORS

600 N. Main Street, Ste 102  
WOODSTOCK, VA 22664

OFFICE OF COUNTY ADMINISTRATION

DISTRICT 1 - DICK NEESE 540.740.3414  
DISTRICT 2 - STEVE BAKER 540.477.3550  
DISTRICT 3 - DAVID FERGUSON 540.984.8777  
DISTRICT 4 - CINDY BAILEY 540.481.0471  
DISTRICT 5 - MARSHA SHRUNTZ 540.465.3928  
DISTRICT 6 - CONRAD HELSLEY 540.481.6167



MARY T. PRICE  
COUNTY ADMINISTRATOR

Tel: 540.459.6165 Fax: 540.459.6168

## Background Consent/Release Form

Applicant's Legal Name (printed)

\_\_\_\_\_

Social Security Number \_\_\_\_\_ Date of Birth \_\_\_\_\_

Applicant's Address

\_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

I, \_\_\_\_\_, authorize and give consent for the above named organization to obtain information regarding myself. This includes the following:

- Criminal background records/information
- Sex Offender Registry Checks
- Addresses
- Social Security Verification

I the undersigned, authorize this information to be obtained either in writing or via telephone in connection with my application. Any person, firm or organization providing information or records in accordance with this authorization is released from any and all claims of liability for compliance. Such information will be held in confidence in accordance with the organization's guidelines.

Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Job Title: \_\_\_\_\_