



# WARREN COUNTY APPLICATION FOR EMPLOYMENT

(An Equal Opportunity Employer)  
220 North Commerce Ave., Suite 100 Front Royal, VA 22630  
540-636-4600

Date \_\_\_\_\_

NAME \_\_\_\_\_ Social Security Number \_\_\_\_\_

*(Note: Completion of SSN is optional. Failure to submit SSN on this form will not prohibit employment consideration. SSN may be required on other forms prior to employment)*

PRESENT ADDRESS \_\_\_\_\_

ARE YOU 18 YEARS OR OLDER?  yes  no      PHONE NO. \_\_\_\_\_ APARTMENT NO. \_\_\_\_\_

IN CASE OF AN EMERGENCY NOTIFY \_\_\_\_\_

Name \_\_\_\_\_ Address \_\_\_\_\_ Phone No. \_\_\_\_\_

**POSITION APPLIED FOR:** \_\_\_\_\_

DATE YOU CAN START WORK \_\_\_\_\_ MAY WE CONTACT YOUR PRESENT EMPLOYER? \_\_\_\_\_

**EDUCATION**

SCHOOL LEVEL	NAME AND LOCATION OF SCHOOL	DATES ATTENDED	DEGREE/CERTIFICATE (YEAR)	MAJOR SUBJECTS STUDIED
HIGH SCHOOL				
COLLEGE				
TRADE, BUSINESS OR CORRESPONDENCE SCHOOL				

SPECIAL TRAINING \_\_\_\_\_

SPECIAL SKILLS (i.e., clerical , computer, foreign language, etc.) \_\_\_\_\_

ARE YOU PREVENTED FROM LAWFULLY BECOMING EMPLOYED IN THIS COUNTRY BECAUSE OF VISA OR IMMIGRATION STATUS?  YES  NO *Note: Proof of citizenship or immigration status will be required upon employment*

For purposes of compliance with Section 2.2-2903 of the Code of Virginia, have you ever served in the Armed Forces of the United States?  Yes  No If yes, please attach a full copy of your DD Form 214.

**HUMAN RESOURCES USE ONLY**

Date Received: \_\_\_\_\_ Copy to: \_\_\_\_\_ Date: \_\_\_\_\_

Request to reactivate prior application: Date: \_\_\_\_\_ Prior Position: \_\_\_\_\_ Resubmit for: \_\_\_\_\_

Contact for Interview:  Yes  No Interview Date: \_\_\_\_\_ Reschedule Date: \_\_\_\_\_

Decline (reason): \_\_\_\_\_

Notes: \_\_\_\_\_

May we contact your past employer(s)?  Yes  No

May we contact your present employer(s)?  Yes  No

**CURRENT/FORMER EMPLOYERS (List below last three employers, starting with most recent one first)**

NAME AND ADDRESS OF PRESENT OR LAST EMPLOYER \_\_\_\_\_

STARTING DATE \_\_\_\_\_  
Month Year

LEAVING DATE \_\_\_\_\_  
Month Year

STARTING SALARY \_\_\_\_\_

FINAL SALARY \_\_\_\_\_

JOB TITLE \_\_\_\_\_ MAY WE CONTACT YOUR SUPERVISOR? \_\_\_\_\_

NAME & TITLE OF SUPERVISOR \_\_\_\_\_ PHONE NO. \_\_\_\_\_

DESCRIPTION OF WORK \_\_\_\_\_

Reason for Leaving \_\_\_\_\_

NAME AND ADDRESS OF PREVIOUS EMPLOYER \_\_\_\_\_

STARTING DATE \_\_\_\_\_  
Month Year

LEAVING DATE \_\_\_\_\_  
Month Year

STARTING SALARY \_\_\_\_\_

FINAL SALARY \_\_\_\_\_

JOB TITLE \_\_\_\_\_ MAY WE CONTACT YOUR SUPERVISOR? \_\_\_\_\_

NAME & TITLE OF SUPERVISOR \_\_\_\_\_ PHONE NO. \_\_\_\_\_

DESCRIPTION OF WORK \_\_\_\_\_

Reason for Leaving \_\_\_\_\_

NAME AND ADDRESS OF PREVIOUS EMPLOYER \_\_\_\_\_

STARTING DATE \_\_\_\_\_  
Month Year

LEAVING DATE \_\_\_\_\_  
Month Year

STARTING SALARY \_\_\_\_\_

FINAL SALARY \_\_\_\_\_

JOB TITLE \_\_\_\_\_ MAY WE CONTACT YOUR SUPERVISOR? \_\_\_\_\_

NAME & TITLE OF SUPERVISOR \_\_\_\_\_ PHONE NO. \_\_\_\_\_

DESCRIPTION OF WORK \_\_\_\_\_

Reason for Leaving \_\_\_\_\_

**HAVE YOU BEEN EVER BEEN CONVICTED OF A FELONY OR MISDEMEANOR?**

Misdemeanor:  Yes  No Felony:  Yes  No If Yes, provide date(s) and nature of offense(s):

Date: \_\_\_\_\_ Nature of Offense: \_\_\_\_\_

Date: \_\_\_\_\_ Nature of Offense: \_\_\_\_\_

*(Note: You will not be denied employment solely because of a conviction record, unless the offense is related to the job for which you have applied).*

**REFERENCES: List the names of three persons NOT related to you who have knowledge of your qualifications for this job.**

NAME	ADDRESS/TELEPHONE	RELATIONSHIP	YEARS ACQUAINTED
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1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

**AUTHORIZATION TO RELEASE INFORMATION**

I hereby certify that all entries on this application are true and complete to the best of my knowledge, and I agree and understand that any falsification of information herein, regardless of time of discovery, may cause forfeiture on my part to any employment in the service of Warren County.

I hereby authorize any investigator or duly accredited representative of the County of Warren, Virginia, bearing this release, or a copy thereof, within one (1) year of its date, to obtain any information from schools, residential management and/or credit agents, employers, criminal justice agencies, or any individual or business that can attest to my personal or professional activities. This information may include, but is not limited to, academic achievement, performance, attendance, personal history, training, disciplinary actions, credit, driving, criminal, civil court records and conviction and arrest records.

I hereby authorize and request your release of such information upon request of the bearer. I understand that the information released is for official use only by authorized agents of the County of Warren, Virginia, as necessary in the fulfillment of official responsibilities.

I hereby release any individual, including record custodians, from any and all liability for damages of whatever kind or nature which may at any time result to me on account of compliance, or any attempts to comply with this authorization. Should there be any question as to the validity of this release, you may contact me as indicated below.

I hereby understand and acknowledge that unless otherwise defined by applicable law, any employment relationship with the County of Warren, Virginia is of an "at will" nature, which means that employment is not for any specific time period or duration, and that the employee may resign at any time and the employer may discharge employee at any time with or without cause. While the County's employment practices may change from time to time, employee's at will status may only be changed by official approval of the Warren County Board of Supervisors in accordance with the Code of Virginia.

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

PRINT NAME \_\_\_\_\_ TELEPHONE \_\_\_\_\_

**HUMAN RESOURCES DEPARTMENT**  
**220 North Commerce Avenue, Suite 100**  
**Front Royal, VA 22630**  
**(540) 636-4600 Telephone**  
**(540) 636-6066 Facsimile**  
[www.warrencountyva.net](http://www.warrencountyva.net)  
**Equal Opportunity Employer**

*Employees of the County of Warren, Virginia, and applicants for employment shall be afforded equal opportunity in all aspects of employment without regard to race, color, religion, gender, national origin, age, disability, marital status, or political affiliation. The County also complies with all applicable laws governing employment practices and does not discriminate on the basis of any unlawful criteria.*