



# INTERESTED IN WORKING FOR GLOUCESTER COUNTY?

**Human Resource Department  
6467 Main Street  
Gloucester, VA 23061**

**PH: 804-693-5690/FAX: 804-693-1200**

## **Please read these instructions before you complete your application.**

**1. We ONLY accept applications for posted vacancies. To find out the jobs for which we are hiring:**

- \* **Check our Web site** [www.gloucesterva.info/hr/hrhome.htm](http://www.gloucesterva.info/hr/hrhome.htm)
- \* Look at the job posting in the Human Resource Department .
- \* Watch GCTV Channel 48\_\_\_\_\_
- \* Check the Sunday Daily Press or the Thursday Gloucester Gazette-Journal classifieds for selected positions.
- \* Call our office at (804)-693-5690

**2. To obtain an application:**

- \* Download from our website: [www.gloucesterva.info/hr/employmentopportunities/application.htm](http://www.gloucesterva.info/hr/employmentopportunities/application.htm)
- \* Pick **one up in the Human Resource Department**
- \* Call our office at (804)-693-5690 and request an application be mailed to you.

**3. You will need to complete a Gloucester County application for each position for which you are applying.**

**Copies are accepted as long as the signature and date are original. Please be sure the position applied for is correct. We do not accept faxed applications.**

**4. Complete the entire application. Stating "Please see resume" in place of filling in application will not be acceptable.**

**5. You may attach a resume to the application; however resumes are not accepted in lieu of completing the application. Also, make certain to read the vacancy announcement for any additional information required with the application.**

**6. Fill out the Affirmative Action Form. It is for statistical purposes only. It is NOT submitted with the application to the hiring department.**

**7. We must receive your application in our office by 4:30 p.m. on the closing date. You may mail or hand deliver your application to the address listed above. Faxed applications are not accepted.**

**8. Answering "yes" to the questions regarding convictions, dismissals, or traffic violations does not automatically eliminate you from employment consideration. Time, circumstance, nature of the offense, and your truthfulness may be taken into consideration.**

**9. Please check your application for accuracy and content before submitting it.**

## **WHEN WILL YOU HEAR FROM US?**

**The Human Resource Department Staff is unable to personally interview each applicant. We do inform you of the status of your application as follows:**

**1. An application acknowledgement letter is sent within one week of the position closing date, and includes the date by which you will be contacted if an interview is desired.**

**2. If you are selected for an interview, you will be contacted by phone. Please make sure your application has a number where you may be reached or where a message can be left.**

**3. If you are selected for a position, you will be called by the Human Resource Department.**

**An offer letter will also be mailed to you stating the agreed upon hire date, wage and other pertinent information.**

**4. If you are interviewed, but not selected for the position, you will be informed by letter.**

# AFFIRMATIVE ACTION INFORMATION

The information on this form is for **statistical** purposes only and will not be used to determine your eligibility for employment with **Gloucester County**. This document will not remain part of your application and will be retained in a separate file in the Human Resource Department. Please be advised that as an applicant, you are providing this information on a **voluntary basis**. However, if you become employed, completion of this form is **mandatory**.

		DATE _____	
Please Print Your Full Name (First, MI, Last)			D.O.B. _____
	Gender	Male Female	

\_\_\_\_\_ How did you learn about this position?  
 Position Applied For



- |   |     |    |
|---|-----|----|
| 1. Are you a Vietnam Era Veteran?           | Yes | No |
| 2. Do you claim Veteran disability status?  | Yes | No |
| 3. Are you an individual with a disability? | Yes | No |

**RACE: (Check One)**

White, not of Hispanic Origins --  
 Persons having origins in any of  
 the original people of Europe,  
 North America, or the Middle  
 East

Black, not of Hispanic Origin --  
 Persons having origins in any of  
 the black racial groups of Africa.

Hispanic -- Persons of Mexican,  
 Puerto Rican, Cuban, Central or  
 South American or other  
 Spanish Culture or origin,  
 regardless of race.

American Indian or Alaskan  
 Native -- Persons having origins  
 in any of the original peoples of  
 North America and who maintain  
 cultural identification through  
 tribal affiliation or community  
 recognition

Asian or Pacific Islander --  
 Persons having origins in any of  
 the original peoples of the Far  
 East, Southeast Asia, the Indian  
 Sub-continent, or the Pacific  
 Islands.



**GLOUCESTER  
COUNTY  
EMPLOYMENT  
APPLICATION**

**Human Resource Department  
6467 Main Street; Gloucester, VA 23061  
PH: 804-693-5690  
FAX: 804-693-1200**

Position Applied For: \_\_\_\_\_

Type of Employment Desired:  
 Full Time      Temporary  
 Part Time      Seasonal

DATE \_\_\_\_\_

Name of Applicant: Full Name (Last, First, Middle Initial) \_\_\_\_\_

Mailing Address: (Street, City, State, Zip Code) \_\_\_\_\_

Best time to  
contact you at  
home is: \_\_\_\_\_

Home Phone Number \_\_\_\_\_

Business Phone Number \_\_\_\_\_

Other Phone Number \_\_\_\_\_

- |  |     |    |
|--|-----|----|
| 1. Are you legally entitled to work in the United States? Proof of citizenship or immigration status will be required upon employment. | Yes | No |
| 2. If you are under age 18, can you provide required proof of your eligibility to work?  | Yes | No |
| 3. Have you ever filed an application with us before? If yes, give date. _____   | Yes | No |
| 4. Are you currently employed?      Yes      No  |     |    |
| 5. Date available for work? _____  |     |    |
| 6. How did you learn about this position?  |     |    |
| 7. Desired Salary Range? _____   |     |    |
| 8. Do any of your friends or family work for Gloucester County?      Yes-Please fill in name(s) _____                                  | No  |    |

- |   |     |    |
|---|-----|----|
| 9. Have you ever been convicted of a felony? If yes, give full details of incident in the space provided below.         | Yes | No |
| 10. Have you ever been convicted of any traffic offense (excluding parking violations)? If yes, explain in space below. | Yes | No |
| 11. Have you ever been fired or ask to resign from a job? If yes, explain in space below.                               | Yes | No |

**EDUCATION**

Secondary School attended and location: \_\_\_\_\_

Did you Graduate?

Yes

Yes

No, If no, did you get a GED?

No

**POST SECONDARY EDUCATION:**

LIST NAME/LOCATION/COURSE OF STUDY \_\_\_\_\_

Yrs. Completed \_\_\_\_\_

Degree \_\_\_\_\_

LIST NAME/LOCATION/COURSE OF STUDY \_\_\_\_\_

Yrs. Completed \_\_\_\_\_

Degree \_\_\_\_\_

**EMPLOYMENT HISTORY: (List present or most recent positions first) DO NOT WRITE :SEE RESUME:**

Name of Employer		Employer Address, City, State		Hours Worked Per Week
Employer Phone Number w/Area Code		Your Position	Work Status	
Beginning Salary	Ending Salary	Start Date MM/YYYY	End Date MM/YYYY	Reason for Leaving
Name of Immediate Supervisor			Title	
Describe your Duties below:				

**MAY WE CONTACT YOUR PRESENT EMPLOYER?** Yes No

Name of Employer		Employer Address, City, State		Hours Worked Per Week
Employer Phone Number w/Area Code		Your Position	Work Status	
Beginning Salary	Ending Salary	Start Date MM/YYYY	End Date MM/YYYY	Reason for Leaving
Name of Immediate Supervisor			Title	
Describe your Duties below:				

Name of Employer		Employer Address, City, State		Hours Worked Per Week
Employer Phone Number w/Area Code		Your Position	Work Status	
Beginning Salary	Ending Salary	Start Date MM/YYYY	End Date MM/YYYY	Reason for Leaving
Name of Immediate Supervisor			Title	
Describe your Duties below:				



We appreciate your interest in seeking employment with Gloucester County - please feel free to make any additional remarks in the space provided below or attach any additional information that would be helpful in evaluating your qualifications.



**PLEASE READ CAREFULLY BEFORE SIGNING**

I understand that false or misleading information given in my application, resume or interview(s) may result in disqualification or termination from employment.

I understand that Gloucester County Government is committed to maintaining a drug free workplace and that a pre-employment post-offer drug test is required of all applicants selected for employment.

**I authorize investigation of all statements contained in this applicaiton for employment as may be necessary in arriving at an employment decision.** I consent to pre-employment post-offer drug testing, a criminal background investigation, driving record investigation, and any pre-employment post-offer physical which maybe required for the position for which I am applying. I understand the costs of these tests and investigations are at the County's expense.

**In the event of employment, I understand that** my employment and compensation can be terminated, with or without cause, and with or without notice, at any time, at either my option or the option of Gloucester County. I further understand that no supervisor or representative of Gloucester County has authority to enter into any agreement for employment for any specified period of time or to make any agreement contrary to the foregoing. **I understand, also, that I am required to abide by all rules and regulations of Gloucester County.**

I hereby certify that to the best of my knowledge and belief, the answers given by me to the foregoing questions and all statements made by me in this application are correct.

**AUTHORIZATION TO RELEASE INFORMATION**

I hereby authorize any of my current and/or former employers, schools, or other persons to furnish **Gloucester County Human Resources** any information they may have concerning my employment or educational history, and I release **Gloucester County** and all providers of information from any liability as a result of furnishing and receiving this information.

Further, it is understood that any information received as per this authorization will be used only for the purpose for which it was obtained, and will be held confidential by the recipient and may become part of my personnel file if hired.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

**ADDENDUM TO EMPLOYMENT HISTORY**

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<b>Name of Employer</b>		<b>Employer Address, City, State</b>		<b>Hours Worked Per Week</b>
<b>Employer Phone Number w/Area Code</b>		<b>Your Position</b>		<b>Work Status</b>
<b>Beginning Salary</b>	<b>Ending Salary</b>	<b>Start Date MM/YYYY</b>	<b>End Date MM/YYYY</b>	<b>Reason for Leaving</b>
<b>Name of Immediate Supervisor</b> Describe your Duties below:				<b>Title</b>

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<b>Employer Phone Number w/Area Code</b>		<b>Your Position</b>		<b>Work Status</b>
<b>Beginning Salary</b>	<b>Ending Salary</b>	<b>Start Date MM/YYYY</b>	<b>End Date MM/YYYY</b>	<b>Reason for Leaving</b>
<b>Name of Immediate Supervisor</b> Describe your Duties below:				<b>Title</b>

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<b>Beginning Salary</b>	<b>Ending Salary</b>	<b>Start Date MM/YYYY</b>	<b>End Date MM/YYYY</b>	<b>Reason for Leaving</b>
<b>Name of Immediate Supervisor</b> Describe your Duties below:				<b>Title</b>