



TOWN OF COLONIAL BEACH
315 Douglas Ave.
COLONIAL BEACH, VIRGINIA 22443
804-224-7181 804-224-7185 (FAX)
www.colonialbeachva.net

***** APPLICATION FOR EMPLOYMENT *****

The Town of Colonial Beach is an 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, handicap, or veteran status

Position Sought _____ () Full Time () Part Time

Date Available _____ Salary Desired _____

PERSONAL:

Name _____ Phone # _____
Last First

Address _____
Number & Street City State Zip Code

Social Security # _____ Over 18 years old? () Yes () No

Are you legally eligible for employment in the United States? () Yes () No If offered employment, you will be required to provide Documentation to verify eligibility

EDUCATION: Please indicate education or training which you believe qualifies you for the position you are seeking.

HIGH SCHOOL: No. of Yrs. Completed (circle one) 1 2 3 4 DIPLOMA: () Yes () No G.E.D. () Yes () No

School (s) _____ City/State _____

College and/or Vocational School: Number of Years Completed (Circle one) 1 2 3 4

School (s) _____ City/State _____

Major _____ Degrees Earned _____

Other Training or Degrees:

School (s) _____ City/State _____

Course _____ Degree or Certificate Earned _____

PROFESSIONAL LICENSE OR MEMBERSHIP:

Type of License (s) Held _____ State of Virginia License Number _____

License Expiration Date _____ Other Professional Memberships _____

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



This application for employment is good for 30 days only.
Consideration for employment after 30 days requires a new application.

SKILLS: Check all that apply

Office: Typing (words per minute) _____ Fax Machine _____ Copier _____ Other _____

Data Entry: Excel _____ Word _____ PowerPoint _____ Other software and/or skills _____

Have you ever been employed in any facility of the Town of Colonial Beach? () Yes () No
If so, please state facility name and location and dates of employment _____

RECORD OF CONVICTION:

During the last ten years, have you ever been convicted of a crime other than a minor traffic offense?
() Yes () No

If yes, explain: _____

(A conviction will not necessarily automatically disqualify you for employment. Rather, factors such as age and date of conviction, seriousness and nature of the crime, and rehabilitation will be considered.)

EMPLOYMENT: List last employer first, including U.S. Military Service.

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

If any employment was under a different name, indicate name _____

Employer _____ Address _____

Telephone _____ Position _____ Dates of Employment: From _____ to _____
Mo/Yr. Mo/Yr.

Salary _____ Supervisor _____ Department _____

Duties _____ FT _____ PT _____ No. of Hrs. _____

Reason for Leaving _____

Employer _____ Address _____

Telephone _____ Position _____ Dates of Employment: From _____ to _____
Mo/Yr. Mo/Yr.

Salary _____ Supervisor _____ Department _____

Duties _____ FT _____ PT _____ No. of Hrs. _____



Reason for Leaving _____

Employer _____ Address _____

Telephone _____ Position _____ Dates of Employment: From _____ to _____
Mo/Yr. Mo/Yr.

Salary _____ Supervisor _____ Department _____

Duties _____ FT _____ PT _____ No. of Hrs. _____

Reason for Leaving _____

If you wish to describe additional work experience, attach the above information for each position on a separate piece of paper.

Explain any gaps in work history: _____

Have you ever been discharge or asked to resign from a job? () Yes () No

If yes, explain: _____

REFERENCES

Professional

Name _____

Address _____

Phone _____

Name _____

Address _____

Phone _____

Personal

Name _____

Address _____

Phone _____

Name _____

Address _____

Phone _____

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 the Town of Colonial Beach to verify their accuracy and to obtain reference information on my work performance. I hereby release the Town of Colonial Beach from any/all liability of whatever kind and nature which, at any time, could result from obtaining and having an employment decision based on such information.

I understand that, if employed, falsified statements of any kind or omissions of facts called for on this application shall be considered sufficient basis for dismissal.

I understand that should an employment offer be extended to me and accepted that I will fully adhere to the policies, rules



and regulations of employment of the Employer. 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 the Employer may terminate my employment at any time with or without notice or cause.

SIGNATURE OF APPLICANT _____ DATE: _____

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PLEASE PROVIDE ANY INFORMATION YOU WOULD LIKE TO ADD BELOW:

[Lined area for providing additional information]


