

COUNTY OF BOTETOURT
APPLICATION FOR EMPLOYMENT
OFFICE OF COUNTY ADMINISTRATOR
HUMAN RESOURCES
5 W MAIN STREET, SUITE 200
FINCASTLE, VIRGINIA 24090



Please print in ink or use a typewriter or computer.

1. Position Applied For _____

2. Social Security Number _____

3. Full Legal Name _____
Last First Middle

4. Address _____
Number and Street

City State ZIP

5. Home Phone () _____ Business Phone () _____

6. Email Address _____ Cell Phone () _____

7. Education:
a. Highest grade completed _____ Year completed _____

b. If you did not complete high school, do you have a high school equivalency diploma?
Yes _____ No _____ Date Received _____

c. Give name and location of institution where you completed highest grade. _____

d. Number of years of post-high school education _____

Name and Location of Institution	Major/Specialty	Minor	Dates Attended
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____

e. If you expect to complete an educational program in the near future, please indicate what type of degree or program, and expected completion date. _____

8. Employment: (Attach a continuation sheet where necessary and sign and date each sheet.) May we contact your present supervisor? Yes _____ No _____

a. Employer _____
Address _____
Telephone _____ Contact _____
Position Held _____
Salary (start) _____ (finish) _____
Dates Employed (mo/yr) _____ To (mo/yr) _____
Full-time _____ Part-time _____ Hours/Week _____

Brief description of duties (list any equipment used) _____

Reason for leaving _____

b. Employer _____
Address _____
Telephone _____ Contact _____
Position Held _____
Salary (start) _____ (finish) _____
Dates Employed (mo/yr) _____ To (mo/yr) _____
Full-time _____ Part-time _____ Hours/Week _____
Brief description of duties (list any equipment used) _____

Reason for leaving _____

c. Employer _____
Address _____
Telephone _____ Contact _____
Position Held _____
Salary (start) _____ (finish) _____
Dates Employed (mo/yr) _____ To (mo/yr) _____
Full-time _____ Part-time _____ Hours/Week _____
Brief description of duties (list any equipment used) _____

Reason for leaving _____

d. Employer _____
Address _____
Telephone _____ Contact _____
Position Held _____
Salary (start) _____ (finish) _____
Dates Employed (mo/yr) _____ To (mo/yr) _____
Full-time _____ Part-time _____ Hours/Week _____
Brief description of duties (list any equipment used) _____

Reason for leaving _____

e. Additional information, including training, seminars, workshops, special abilities, achievements and/or skills. _____

f. Automated word processing (specify equipment used) _____

Typing speed _____ words/minute Shorthand speed _____ words/minute

9. Licenses (including drivers), certificates, or other authorization to practice a trade or profession.

Type	License No.	Exp. Date	Licensing Board

10. References: (2) Professional References Preferred
(Do not include relatives)

Name _____
Address _____
Telephone No. _____ Relationship _____

Name _____
Address _____
Telephone No. _____ Relationship _____

Name _____
Address _____
Telephone No. _____ Relationship _____

11. Miscellaneous:

a. Have you ever been convicted of a traffic or other law violation(s) (excluding offenses convicted before your eighteenth birthday which you were adjudicated in a juvenile court or under a youth offender law)?
Yes _____ No _____ If yes, please list and explain. _____

12. When would you be able to work? Month _____ Day _____ Year _____

13. List the name and telephone number of a family member or other individual to contact in the event of an emergency. _____

14. Certification: By signing this application, I certify that the above statements are true to the best of my knowledge, and any false information or misstatement may be used as grounds for my immediate discharge should I be employed. Also, by signing this application, I agree to a background check of my records by the appropriate local or State law enforcement agencies.

Applicant's Signature _____ Date _____

Botetourt County is an Equal Opportunity Employer
www.botetourt.org