



City of Colonial Heights

EMPLOYMENT APPLICATION

Please return to:
Human Resources Office
201 James Avenue
P.O. Box 3401
Colonial Heights, VA 23834
ATTN: Employment Application

Instructions: It is important that you fill out all sections of this application completely and to the best of your ability. Your application will be used as part of the certification process and therefore should represent your best effort. Incomplete applications will NOT be considered.

Name _____
Last First Middle

Present Address _____
Street City State Zip Code

Telephone (H) _____ (W) _____ Email Address: _____

What position are you applying for? _____

Are you currently employed by the City of Colonial Heights? Yes _____ No _____

If yes, which Department? _____

Have you previously worked for the City of Colonial Heights? Yes _____ No _____ If yes, when? _____

Name, relationship and position held by any of your relatives now employed by the City:

May we contact your present employer? Yes _____ No _____ Lowest acceptable salary \$ _____

EDUCATION

Name the last elementary or high school attended _____

Address _____

Highest Grade Completed _____

Are you a high school graduate? Yes _____ No _____

Do you possess a high school equivalency certificate (GED)? Yes _____ No _____

COLLEGE OR OTHER TRAINING AFTER HIGH SCHOOL

Name and Address of College or Trade School Attended	Attendance		Major Specialty	Type of Diploma, Degree License or Certificate earned
	From	To		

SPECIAL SKILLS AND TRAINING

Please list the kinds of office equipment or construction equipment you can operate:

Number of words per minute: Shorthand _____ Typing _____

If required for the position for which you are applying, please answer the following:

Do you have a valid Virginia Driver's license? Yes _____ No _____

PERSONAL REFERENCES - DO NOT LIST RELATIVES

Name and Occupation	Address	Phone
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____

FOR POLICE AND FIRE APPLICANTS ONLY

Date of birth _____ Age _____ Height _____ Weight _____

EMPLOYMENT HISTORY

Include military history, part-time, temporary, and seasonal employment

If you need additional space, please use the space for additional or explanatory information below or attach additional pages as requested.

List present or last employer first

1. Employer	Your Job Title
Address	Describe Your Work
Supervisor	
Supervisor's Title	
Telephone	
Employed From	
Employed To	
Starting Salary Per	
Ending Salary Per	Reason For Leaving
Account for time between jobs	

2. Employer	Your Job Title
Address	Describe Your Work
Supervisor	
Supervisor's Title	
Telephone	
Employed From	
Employed To	
Starting Salary	Per
Ending Salary	Per
	Reason For Leaving
Account for time between jobs	

3. Employer	Your Job Title
Address	Describe Your Work
Supervisor	
Supervisor's Title	
Telephone	
Employed From	
Employed To	
Starting Salary	Per
Ending Salary	Per
	Reason For Leaving
Account for time between jobs	

Have you ever been convicted of a felony or a misdemeanor in which a fine in excess of \$50 was imposed within the last 10 years? Yes____ No____ (This question will not necessarily exclude you from employment, but will be used to weigh the relationship between the offense(s) and the position applied for.) Include convictions of a general court-martial while in the military service.

Use this space for additional or explanatory information or other information you consider relevant for consideration of your application for employment.

The information supplied by me in this application is complete and true to the best of my knowledge and belief. I understand that my misstatement of material facts will cause forfeiture of all my rights to any employment or result in dismissal from employment, if hired, in the service of the City of Colonial Heights.

I authorize the release of any job-related information that the City of Colonial Heights my request from the above sources including the physician's records which may exist now or in the future. Yes _____ No _____

I understand that I may be required to pass a physical examination conducted by the City to establish my ability to perform certain jobs and my eligibility for certain benefit programs. I understand that my fingerprints and police record will be checked if I am employed in certain sensitive positions.

Date Signed _____ Signature _____

THE CITY OF COLONIAL HEIGHTS IS AN EQUAL OPPORTUNITY EMPLOYER

Your application will be considered solely on merit.

FOR PUBLIC SAFETY APPLICANTS ONLY
[Law Enforcement, Fire/EMS & Telecommunicator Positions]

CITY OF COLONIAL HEIGHTS



Background Prescreening Worksheet

PERSONAL HISTORY:

Full Name: _____
Street Address: _____
City: _____ State: _____ Zip Code: _____
Home Phone: _____ Business Phone: _____
Social Security No.: _____ Are you a U. S. Citizen? **Yes** **No.**
Have you applied with our department in the past? **Yes** **No.** If yes, when? _____

OPERATOR'S LICENSE:

Operator's License No.: _____ State: _____
Has your operator's license ever been suspended or revoked? **Yes** **No.** If yes, date _____
Jurisdiction: _____ Explain: _____
Have you ever been convicted of driving on a revoked/suspended license? **Yes** **No.**
If yes, where and when? _____
Have you ever held an Operator's License in another state(s)? **Yes** **No.** If yes, list state(s)
and license number(s): _____

Furnish information on **all traffic charges, either as a juvenile or adult. All charges should be listed, even if you were not convicted of the charge or if you have had the charge expunged from your record.** (Attach sheet for additional information).

<u>Date</u>	<u>Charge/Violation</u>	<u>Location</u>	<u>Court Findings</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

DRUG USE:

Have you ever, as a juvenile or adult, experimented with or used any type of illegal substance or drug, including marijuana, cocaine, hallucinogens, etc.? **Yes** **No.** Explain what drug(s), when, at what age, and level of use.

MILITARY EXPERIENCE:

Branch: _____ Dates: _____ Rank: _____

Type of Discharge: _____ Primary Duties: _____

POLICE RECORD:

Have you or any family member been arrested for or convicted of a felony? **Yes No.**
If yes, explain in detail:

Furnish information on **all criminal charges**, either as a juvenile or adult. **All charges should be listed, even if you were not convicted of the charge or if you have had the charge expunged from your record.** (Attach sheet for additional information).

<u>Date</u>	<u>Charge/Violation</u>	<u>Location</u>	<u>Court Findings</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

FINANCIAL STATUS:

Have you ever claimed bankruptcy, had your wages garnished, or had a civil judgment against you? **Yes No.** If yes, please state when, circumstances and current status.

EDUCATION:

High School: _____ Diploma/GED: _____

College: _____ State: _____ Credit Hours Earned: _____

Currently Enrolled: **Yes/No.** Degree Received (Date/Type): _____

LAW ENFORCEMENT EXPERIENCE:

1. Agency Name: _____ Dates: _____

2. Agency Name: _____ Dates: _____

REFERRAL: (Check primary source only)

- | | | |
|---|---|------------------------------------|
| <input type="checkbox"/> Cable TV | <input type="checkbox"/> Career Fair | <input type="checkbox"/> Job Line |
| <input type="checkbox"/> City Employee | <input type="checkbox"/> Publication | <input type="checkbox"/> Newspaper |
| <input type="checkbox"/> Virginia Employment Commission | <input type="checkbox"/> Vacancy Announcement | |
| <input type="checkbox"/> Other: _____ | | |

DATE AVAILABLE FOR EMPLOYMENT: _____

CERTIFICATION:

I certify that the information I have provided to the above questions is true and correct, and that no attempt has been made to conceal pertinent information. Any willful omission or misrepresentation of facts on this questionnaire may be grounds for rejection of my application.

Applicant Signature: _____ Date: _____

City of Colonial Heights

Pursuant to federal regulations, we collect responses to the questions below for record keeping purposes. This information will NOT be kept with your application for employment and will NOT be used for making employment decisions. Federal law prohibits unlawful discrimination on the basis of race, color, sex, age, national origin, religion, or disability. Submission of this information is voluntary.

Position applied for: _____

Please indicate your date of birth: ____/____/____

Check the appropriate block:

- Female
- Male

Check the block for the racial or ethnic group with which you identify (check only one):

- White (*includes Arabian*)
- Black (*includes Jamaican, Bahamians and other Caribbeans of African but not Hispanic or Arabian descent*)
- Hispanic (*includes persons of Mexican, Puerto Rican, Central or South American or other Spanish origin or culture*)
- Asian & Asian American (*includes Pakistanis, Indians & Pacific Islanders*)
- American Indians (*includes Alaskans*)

Check the block for the highest level of education you have completed (check only one):

- Less than 8th grade
- Completed 8th grade
- Attended high school
- High school graduate or equivalent
- Attended college and/or associate degree
- College graduate
- Attended graduate school
- Master's degree
- Graduate study beyond master's requirements
- Ph.D. or professional degree

How did you find out about this employment opportunity?

- Newspaper
 - ___ The Progress-Index
 - ___ Richmond-Times Dispatch
 - ___ Other Newspaper
- Virginia Employment Commission
- From a City Employee.
Name of City Employee: _____
- Internet – Colonial Heights Web Site
- Human Resources Department
- City Bulletin Board
- From a Relative
- Other (please specify) _____