NAME: _____
(LAST) **(FIRST)** **(MIDDLE)**

POSITION APPLYING FOR: _____

APPLICATION FOR EMPLOYMENT

THE TOWN OF LEESBURG

HUMAN RESOURCES OFFICE

25 West Market Street • Leesburg, Virginia 20176 • (703) 737-7177
Fax: (703) 737-7190
www.leesburgva.gov

AN EQUAL OPPORTUNITY EMPLOYER
ADA REASONABLE ACCOMMODATIONS UPON REQUEST

Revised 9/13/2011

PLEASE READ THESE INSTRUCTIONS BEFORE YOU COMPLETE YOUR APPLICATION

Applications are only accepted for jobs which are currently open.
BE SURE TO LIST THE TITLE OF THE JOB FOR WHICH YOU ARE APPLYING.

Complete the entire application. Incomplete applications WILL NOT be considered.

Mail or bring your application to the Human Resources Department:
Town of Leesburg, 25 West Market Street, Leesburg, Virginia 20176

1. PRINT NAME _____
(LAST) (FIRST) (MIDDLE)

2. ADDRESS _____

CITY _____ STATE _____ ZIP _____

3. PHONE Home (_____) _____ Work (_____) _____

4. EMAIL _____

5. Are you legally eligible to work in the U.S.? ☐ Yes ☐ No Are you a veteran? ☐ Yes ☐ No

6. Do you have a valid driver's license? ☐Yes ☐ No Commercial Drivers License? ☐ Yes ☐ No

Expiration date: _____ Driver's License Number: _____

7. Have you previously filed an application with the Town of Leesburg? ☐ Yes ☐ No

If "YES" give position applied for and date. _____

_____

8. EDUCATION: Name and location of high school attended: _____

_____

Did you graduate? ☐ Yes ☐ No If not, have you passed a G.E.D. test? ☐ Yes ☐ No

	School & Location	From	To	Date Graduated	Degree	Major Area of Study
College Or University						
Other Education						

9. SPECIAL QUALIFICATIONS AND SKILLS: (typing, foreign language, professional licenses and certificates, publications, scholastic honors, etc.)

_____

_____

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10. EXPERIENCE: Start with your present job and work back, include military and volunteer experience. Additional experience should be listed by attaching separate sheets of paper or a personal resume. Be sure to include all requested information.

Present Employer _____

Address_____

Phone Number (____) _____ Fax (____) _____

Job Title _____ Starting Salary _____ Present/Ending Salary _____

Dates of Employment: From _____ to _____ Hours per week _____

Supervisor's Name _____

Reason for Leaving _____

Work Description _____

_____

_____

_____

Employer _____

Address_____

Phone Number (____) _____ Fax (____) _____

Job Title _____ Starting Salary _____ Present/Ending Salary _____

Dates of Employment: From _____ to _____ Hours per week _____

Supervisor's Name _____

Reason for Leaving _____

Work Description _____

_____

_____

_____

Employer _____

Address_____

Phone Number (____) _____ Fax (____) _____

Job Title _____ Starting Salary _____ Present/Ending Salary _____

Dates of Employment: From _____ to _____ Hours per week _____

Supervisor's Name _____

Reason for Leaving _____

Work Description _____

_____

_____

_____

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11. Have you ever been dismissed or forced to resign a position? ☐ Yes ☐ No

12. Have you ever been convicted of any offense against the law? Omit juvenile offenses and minor traffic violations. Include convictions by general court martial while in the military service ☐ Yes ☐ No

If "YES", give date, place, charge, court, and fine or sentence. _____

_____

(*A conviction does not automatically mean that you cannot be employed. What you were convicted of and how long ago are important. Give all the facts so that a decision can be made.)*

13. How did you learn about the job for which you are applying? _____

14. May we conduct a background check of your qualifications, character and record of employment? The Town of Leesburg may conduct a search of social media sites (i.e. Facebook, Twitter) ☐ Yes ☐ No

If "NO", please explain. _____

_____

ATTENTION: THIS STATEMENT MUST BE SIGNED.

I certify that the statements made by me in this application are true, complete and correct to the best of my knowledge, and that misrepresentation or omissions may result in rejection of my application, permanent ineligibility for appointments or dismissal.

_____ _____

Signature of Applicant Date

THE TOWN OF LEESBURG HUMAN RESOURCES DEPARTMENT

VOLUNTARY INFORMATION FOR REPORTING PURPOSES ONLY

This form WILL NOT become part of your application for employment. The information collected will be used to comply with the Federal Equal Employment Opportunity Commission (EEOC) reporting requirements. We ask your cooperation in providing us with the following information. Thank you.

(Please print in ink or type)

APPLICANT INFORMATION

1. PRINT NAME _____
(last) (first) (middle)

2. DATE OF BIRTH _____ **3.** POSITION APPLIED FOR _____

4. DATE APPLIED _____

5. DISABLED (Please check if appropriate)

☐ Sight ☐ Hearing ☐ Speech ☐ Mobility _____

☐ Other _____

6. SEX AND ETHNIC ORIGIN ☐ Male ☐ Female

☐ Hispanic or Latino

IF NOT HISPANIC OR LATINO, PLEASE CHOOSE ONE OF THE FOLLOWING:

☐ White ☐ Black or African American

☐ Native Hawaiian or other Pacific Islander ☐ Asian

☐ American Indian or Alaskan ☐ Two or more Races

7. Veteran ☐ Yes ☐ No

REFERRAL SOURCE

☐ Walk-in ☐ Internet site: _____

☐ Employee ☐ Employment Agency

☐ Town Website ☐ Advertisement: _____
Source

☐ Other _____

Name of person who referred you (if applicable) _____

FOR ADMINISTRATIVE USE ONLY

Position(s) applied for ☐ Available ☐ Not Available

Other position considered for _____

_____

Hired ☐ Yes ☐ No

Position Hired for _____

From the EEO job classification listed below, which one best describes the position filled.

☐ Executive/Senior Level Officials and Managers
☐ First/Mid Level Officials and Managers
☐ Professionals
☐ Technicians
☐ Laborers and Helpers
☐ Sales Workers
☐ Administrative Support Workers
☐ Craft Workers
☐ Operatives
☐ Service Workers

The Federal Equal Employment Opportunity Commission defines ethnic origin as follows:

"HISPANIC OR LATINO"-A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin regardless of race.
"WHITE" (Not Hispanic or Latino) - A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.
"BLACK OR AFRICAN AMERICAN" (Not Hispanic or Latino)-A person having origins in any of the black racial groups of Africa.
"NATIVE HAWAIIAN OR OTHER PACIFIC ISLANDER" (Not Hispanic or Latino)-A person having origins in any of the peoples of Hawaii, Guam, Samoa, or other Pacific Island.
"ASIAN"(Not Hispanic or Latino)-A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent, including for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand and Vietnam.
"AMERICAN INDIAN OR ALASK NATIVE" (Not Hispanic or Latino)-A person having origins in any of the original peoples of North and South America (including Central America), and who maintain tribal affiliation or community attachment.
"**TWO OR MORE RACES (Not Hispanic or Latino)**-All persons who identify with more than one of the above five races.