

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

POSITION APPLYING FOR: _____

APPLICATION FOR EMPLOYMENT

Northumberland County Circuit Court

P.O. Box 217, Heathsville, Virginia 22473 * 220 Judicial Place

AN EQUAL OPPORTUNITY EMPLOYER



**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 Circuit Court Clerk's Office:
P.O. Box 217, 220 Judicial Place, Heathsville, Virginia 22473

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

2. ADDRESS _____
CITY _____ STATE _____ ZIP _____

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

4. EMAIL _____ SS# _____

(This information not required Failure to submit social security number on this form will not prohibit employment consideration. Social Security number may be required on other forms prior to employment)

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 Northumberland Circuit Court? 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						

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

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 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 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 Salary _____

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

Supervisor's Name _____

Reason for Leaving _____

Work Description _____

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? 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

FOR ADMINISTRATIVE USE ONLY

Position(s) applied for Available Not Available

Other position considered for _____

Hired Yes No

Position Hired for _____