



**CUMBERLAND COUNTY  
HUMAN RESOURCES  
P.O. BOX 110  
CUMBERLAND, VA 23040  
(804) 492-3562**

=====

**APPLICATION FOR EMPLOYMENT**

**Personal Data:**

Position(s) applied for \_\_\_\_\_

Name \_\_\_\_\_ Date of Application \_\_\_\_\_

Social Security Number \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Permanent Address \_\_\_\_\_  
Street & Number City State Zip

Temporary Address \_\_\_\_\_  
Street & Number City State Zip

Telephone Number \_\_\_\_\_ / \_\_\_\_\_  
Home Work

Are you at least 18 years of age?  Yes  No

Are you a U.S. citizen or otherwise legally eligible for employment in the United States?  
 Yes  No

What type of employment are you seeking?  Full-Time  Part-Time  Seasonal

What is the minimum annual salary you will accept? \_\_\_\_\_

When will you be available for work? \_\_\_\_\_

List the name(s) of any other relatives now employed by the County of Cumberland:

Name	Relationship	Department
_____	_____	_____
_____	_____	_____
_____	_____	_____

Have you ever been convicted of a felony? \_\_\_\_\_ If yes, explain:

---

---

**Education and Training**

Name & Address	From	To	Did you graduate	Course/Degree
High School Or GED				
College				
Other				

List any professional or trade certificates or licenses you possess: \_\_\_\_\_

List any office machines, heavy equipment or machinery you have operated: \_\_\_\_\_

Use this space for any additional information you think would help us evaluate your application, including training, seminars, workshops, special achievements or specialized skills:

Give speed in words per minute: Shorthand \_\_\_\_\_ Typing \_\_\_\_\_

Do you have a valid Driver's License? \_\_\_\_ Type: \_\_\_\_ Auto \_\_\_\_ Chauffeur \_\_\_\_ CDL \_\_\_\_ Other

Driver's License Number \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ (For purposes of obtaining your driving record, should the position applied for require use of a county vehicle)

List any awards, honors, or fellowships received:

**Military History:**

---

Branch	Date of entry	Date of separation	Nature of Discharge
--------	---------------	--------------------	---------------------

**Employment History**

**(Resumes will not be accepted as a substitute for completed applications but are welcomed in addition to completed applications)**

**May we contact your current employer? \_\_\_\_\_ Yes \_\_\_\_\_ No**

Name & Address of Company							
Type of Business				Position held			
Name of supervisor				Telephone			
Describe the work you did:							
Salary: Start _____		Employed from	Month	Year	To	Month	Year
Finish _____							
Reason for leaving:							

Name & Address of Company							
Type of Business				Position held			
Name of supervisor				Telephone			
Describe the work you did:							
Salary: Start _____		Employed from	Month	Year	To	Month	Year
Finish _____							
Reason for leaving:							

Name & Address of Company							
Type of Business				Position held			
Name of supervisor				Telephone			
Describe the work you did:							
Salary: Start _____		Employed from	Month	Year	To	Month	Year
Finish _____							
Reason for leaving:							

(For Additional work experience, attach addendum)

**Character References:**

