



DUMFRIES, VIRGINIA

Virginia's Oldest Continuously Chartered Town
CHARTERED 1749 INCORPORATED 1961

John Wilmer Porter Municipal Building
17739 Main Street, Suite 200
Dumfries, Virginia 22026
Tel: 703-221-3400/ Fax: 703-221-3544
www.dumfriesva.gov

Employment Application

Please attach a Resume and Letter of Interest

17739 Main Street* DUMFRIES, VA 22026, Suite 200 *

(703) 221-3400 * FAX (703) 221-3544

Website www.dumfriesvirginia.org email: PIO@dumfriesva.gov

We consider applicants for all positions without regard to race, color, religion, sex, national origin, age, marital or veteran status, the presence of a non-job-related medical condition or handicap, or any other legally protected status.

(PLEASE PRINT OR TYPE)

Date of Application: _____

Position (s) Applied For: _____

APPLICANT INFORMATION

Name: _____
Last First Middle

Address: _____
Number Street City State Zip Code

Phone: _____
Home Number Cellular Number

Email: _____

Does the Town employ anyone related to you by blood, marriage, adoption or who resides in the same household: Yes No



DUMFRIES, VIRGINIA

Virginia's Oldest Continuously Chartered Town
CHARTERED 1749 INCORPORATED 1961

John Wilmer Porter Municipal Building
17739 Main Street, Suite 200
Dumfries, Virginia 22026
Tel: 703-221-3400/Fax: 703-221-3544
www.dumfriesva.gov

If yes, provide name(s), relationship and work location:

- Referral Source: Advertisement Friend Relative
- Employment Agency Other

AN EQUAL OPPORTUNITY EMPLOYER

If employed and you are under 16, can you furnish a work permit? Yes No

Have you ever filed an application here Yes No If yes, give date_____

Have you ever been employed here before? Yes No If yes, give date_____

Are you employed now? Yes No May we contact your present employer? Yes
 No

Are you prevented from lawfully becoming employed in this country because of
Visa or Immigration Status? Yes No

(Proof of citizenship or immigration status will be required upon employment.)

On what date would you be available for work? _____

Are you available to work Full Time Part-Time Shift Work Temporary

Are you on a lay-off and subject to recall? Yes No

Can you travel if a job requires it? Yes No



DUMFRIES, VIRGINIA

Virginia's Oldest Continuously Chartered Town
CHARTERED 1749 INCORPORATED 1961

John Wilmer Porter Municipal Building

17739 Main Street, Suite 200

Dumfries, Virginia 22026

Tel: 703-221-3400/Fax: 703-221-3544

www.dumfriesva.gov

DRIVING RECORD

Do you have a valid driver's license? Yes No if **YES** . State of Issue _____ License# _____

Do you have a Commercial Driver's License (CDL)? Yes No

If you have a CDL, choose as many as apply to you:

Vehicle Type: A B C Air Brakes

M Endorsements: H N P S T

Have you ever been dismissed or forced to resign or have you ever resigned to avoid being dismissed?

Yes No

If yes, please explain. _____

Veteran of the U.S. Military Service? Yes No

If yes, Branch name _____

Other than English, indicate languages you speak, read and/or write:

	Fluent	Intermediate	Beginner
Speak			
Read			
Write			



DUMFRIES, VIRGINIA

Virginia's Oldest Continuously Chartered Town
 CHARTERED 1749 INCORPORATED 1961

John Wilmer Porter Municipal Building
 17739 Main Street, Suite 200
 Dumfries, Virginia 22026
 Tel: 703-221-3400/Fax: 703-221-3544
www.dumfriesva.gov

List Professional, trade, business, or civic activities and offices held.

(You may exclude memberships which would reveal sex, race, religious, national origin, age ancestry, disability or other protected status.)

REFERENCES

(no familial relations or previous employers)

Name	Company/Title	Address	Phone	Email

EDUCATION

Type	Diploma	Name	Location	Major
High School				
College				
Graduate/Professional				
Additional Specialized Training				



DUMFRIES, VIRGINIA

Virginia's Oldest Continuously Chartered Town
CHARTERED 1749 INCORPORATED 1961

John Wilmer Porter Municipal Building

17739 Main Street, Suite 200

Dumfries, Virginia 22026

Tel: 703-221-3400/Fax: 703-221-3544

www.dumfriesva.gov

Honors Received: State any additional information you feel may be helpful to us in

considering your application. _____

EMPLOYMENT EXPERIENCE

Start with your present or last job. Include military service assignments and volunteer activities. You may exclude organization names which indicate race, color, religion, sex national origin, handicap or other protected status. Any periods of unemployment or military service must be accounted for.

If you need additional space, please continue on a separate sheet of paper.

Employer Name	
Address	
Title	
Phone	
Date Employed	
Name of Supervisor	
Supervisor's Phone	
Job Duties	
Reason for Leaving	



DUMFRIES, VIRGINIA

Virginia's Oldest Continuously Chartered Town
CHARTERED 1749 INCORPORATED 1961

John Wilmer Porter Municipal Building

17739 Main Street, Suite 200

Dumfries, Virginia 22026

Tel: 703-221-3400/Fax: 703-221-3544

www.dumfriesva.gov

Employer Name	
Address	
Title	
Phone	
Date Employed	
Name of Supervisor	
Supervisor's Phone	
Job Duties	
Reason for Leaving	



DUMFRIES, VIRGINIA

Virginia's Oldest Continuously Chartered Town
CHARTERED 1749 INCORPORATED 1961

John Wilmer Porter Municipal Building

17739 Main Street, Suite 200

Dumfries, Virginia 22026

Tel: 703-221-3400/Fax: 703-221-3544

www.dumfriesva.gov

Employer Name	
Address	
Title	
Phone	
Date Employed	
Name of Supervisor	
Supervisor's Phone	
Job Duties	
Reason for Leaving	

Special Skills and Qualifications

Describe specialized training, skills, qualifications and extra-curricular activities:



DUMFRIES, VIRGINIA

Virginia's Oldest Continuously Chartered Town
CHARTERED 1749 INCORPORATED 1961

John Wilmer Porter Municipal Building

17739 Main Street, Suite 200

Dumfries, Virginia 22026

Tel: 703-221-3400/Fax: 703-221-3544

www.dumfriesva.gov

APPLICANT'S STATEMENT

I HEREBY AUTHORIZE the Town of Dumfries, Virginia, to obtain from my present and past employers all information concerning my history with these firms.

I hereby certify that all entries on this application and on all attachments are true, accurate, and complete to the best of my knowledge. I understand that any false or incomplete answer may be grounds for not employing me or for dismissing me after I begin work. I authorize the release of any information from any source that may be required concerning my qualifications for employment, which may include criminal history check, as a final screening step in the pre-employment process. I understand that should I need accommodation during the selection process, it is my responsibility to request this in advance.

I understand that if I am applying for a position that will require driving a Town vehicle, a driving record check for pre-employment will be conducted by the Town through the Department of Motor Vehicles, and I authorize approval for this to be done.

I understand that I will be required to undergo substance screening tests during the recruitment process and may receive a conditional offer of employment contingent upon my passing the Town's physical examination and criminal history check.

I understand that this application is not intended to be a contract of employment, and if I am employed, my employment will be as an employee at will, and that my employment may be terminated by the employee or employer at any time, with or without cause.

Signature of Applicant: _____

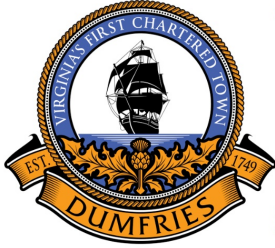
Date: _____

Applicants are considered for all positions and employees are treated during employment without regard to race, color, religion, sex, national origin, age, marital or veteran status, medical condition or handicap, or any other legally protected status.

As government contractors, we comply with government regulations, including affirmative action responsibilities where they apply.

Solely to help us comply with government record keeping, reporting and other legal requirements, we request that you fill out the Applicant Data Record. We appreciate your cooperation.

This data is for periodic government reporting and will be kept in a Confidential File separate from the Application for Employment. YOUR COOPERATION IS VOLUNTARY.



DUMFRIES, VIRGINIA

Virginia's Oldest Continuously Chartered Town
CHARTERED 1749 INCORPORATED 1961

John Wilmer Porter Municipal Building

17739 Main Street, Suite 200

Dumfries, Virginia 22026

Tel: 703-221-3400/Fax: 703-221-3544

www.dumfriesva.gov



DUMFRIES, VIRGINIA

Virginia's Oldest Continuously Chartered Town
CHARTERED 1749 INCORPORATED 1961

John Wilmer Porter Municipal Building

17739 Main Street, Suite 200

Dumfries, Virginia 22026

Tel: 703-221-3400/Fax: 703-221-3544

www.dumfriesva.gov

VOLUNTARY SURVEY

Ethnicity, disability, veteran and other protected status of applicants. This data is for analysis and possible affirmative action only. **SUBMISSION OF INFORMATION IS VOLUNTARY.**

Check one: Male Female

Check on of the following: White Black Hispanic

Race/Ethnic Group: American Indian/Alaskan Native Asian/Pacific Islander

Special Employment Notice to Disabled Veterans, Vietnam Era Veterans, and Individuals with Physical or Mental Disability.

If you are a disabled veteran, or have a physical or mental disability, you are invited to volunteer this information which will be treated as confidential. Failure to provide this information will not jeopardize or affect your consideration for employment.

If you wish to be identified, please sign below:

Individual with a disability Disabled Veteran Vietnam Era Veteran

Signed _____

Return the application to 17739 Main Street, Suite 200, Dumfries, VA 22026 or PIO@dumfriesva.gov