



EMPLOYMENT APPLICATION

CITY OF WAYNESBORO, VIRGINIA

503 West Main Street Waynesboro, Virginia 22980

Leadership Philosophy

We believe that the City employees are the foundation of a high performance organization and are integral to the quality of services provided to the citizens of Waynesboro.

We believe that Waynesboro's high performance organization encourages participation in initiatives, promotes personal growth, provides educational opportunities, embraces a clear and inspirational vision, and acts in accordance with defined values.

We believe a free-flowing network of communication and collaboration is essential to fostering this high performing organizational community resulting in high quality and efficient public service.

AN EQUAL OPPORTUNITY EMPLOYER

To applicant: The City of Waynesboro appreciates your interest in becoming an employee, and assures you that the city is sincerely interested in you and your qualifications. Therefore, a clear understanding of your background and history is necessary for evaluation and possible placement of you into the best-qualified position. Detail descriptions help us to better understand your qualifications. **Please complete entire application. An incomplete or falsified application is grounds for immediate disqualification. All statements are subject to investigation and verification by the Human Resources Department of the City of Waynesboro, Virginia. It is the policy of the City of Waynesboro, Virginia to provide equal employment opportunity without regard to race, age, sex, national origin, religion, political affiliation, or handicap.**

PERSONAL					
1. Name		2. Social Security No.		3. Position Applying For	
<i>Last</i>	<i>First</i>	<i>Middle</i>			
4. Address				5. Telephone Number	
				Home	Other
6. Have you been employed by the City of Waynesboro before?		Yes	No	Dates of previous employment	
				From	To
7. When can you begin work?			8. What salary is expected?		9. Do you have a valid driver's license?
10. <i>For purposes of compliance with Section 40.1-11.1 of the Code of Virginia, entitled "Employment of Illegal Immigrants", please state whether you are legally eligible for employment in the United States. Yes No (You are legally eligible for employment if you are United States Citizen or if you have an appropriate permit to work in the United States issued by the U.S. Dept. of Justice or U.S. Dept. of Labor.)</i>					
11. Except for minor traffic violations, have you ever been convicted of any violation of law? Yes No					
If yes, explain.					
12. Do you have any relatives who work for the City? Yes No		Dept.		Relation	
Name		Position			

EDUCATION

School	Name and Address Of School	Course of Study	Highest Grade Completed	Did you Graduate?
Elementary				
High School				
College				
Technical/Other				

EMPLOYMENT EXPERIENCE

Start with your present or last job and work back. Include paid or unpaid, full or part-time, summer jobs, etc. If additional space is needed, use a plain piece of paper and attach to last page of application.

May your present employer be contacted? Yes No

Employer: _____ Phone: (_____) _____

Address: _____
Number Street City State Zip Code

Last Position: _____ Employed from: _____ to _____ Last Rate of Pay: _____

Supervisor Name / Title: _____

Duties and Responsibilities: _____

Reason for Leaving: _____

Employer: _____ Phone: (_____) _____

Address: _____
Number Street City State Zip Code

Last Position: _____ Employed from: _____ to _____ Last Rate of Pay: _____

Supervisor Name / Title: _____

Duties and Responsibilities: _____

Reason for Leaving: _____

Employment continued on next page...

Employer: _____ Phone: (_____) _____

Address: _____
Number Street City State Zip Code

Last Position: _____ Employed from: _____ to _____ Last Rate of Pay: _____

Supervisor Name / Title: _____

Duties and Responsibilities: _____

Reason for Leaving: _____

REFERENCES

PLEASE LIST THREE REFERENCES OTHER THAN RELATIVES OR FORMER EMPLOYERS

NAME	OCCUPATION	ADDRESS	PHONE	YEARS KNOWN

Waynesboro City Government Values

Leadership

To guide and inspire others to achieve personal and organizational goals and to maximize the full potential of members of the organization.

Communication and Collaboration

Sharing truthful and meaningful information with all members of the organization and community and listening actively for the purpose of achieving positive outcomes.

Teamwork

Working together with a common purpose and with a shared identity to intentionally create and maintain a cooperative and productive climate within the organization.

Commitment to Excellence

Sincere determination to achieve a superior level of performance.

Creativity

Seeking opportunities to explore new ideas and cultivating an environment that celebrates talents and capabilities.

Responsive Customer Service

A willingness to take personal responsibility for full and fair delivery of customer service by being accessible, informative, respectful, and courteous to all individuals.

Public Stewardship

A sincere desire to advance the best interests of the community, and a personal satisfaction taken in our role as keepers of the public trust.

In accordance with the City of Waynesboro's drug policy, Ordinance 1994-4, individuals offered employment are required to submit to a drug test. Offers of employment are conditional on the passage of the test.

I certify that answers given herein are true and complete to the best of my knowledge. I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at decisions regarding my employment or continued employment. I understand that this application is not and is not intended to be a contract of employment.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules, regulations and also will support and commit to upholding the values of this organization.

Signature of Applicant

Date

OPTIONAL: (Applicants are not required to complete this form).

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. Federal law prohibits unlawful discrimination on the basis of race, color, sex, age, national origin, religion or disability.

Check the line for the racial or ethnic group with which you identify:

- White (includes Arabian)
- Black (includes Jamaicans, Bahamians, and other Caribbean's 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 and Asian American (includes Pakistanis, Indians, and Pacific Islanders)
- American Indian (includes Alaskans)

Check the line 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 other professional degree

Check the appropriate line:

- Female
- Male

Please indicate your date of birth:

____/____/____

Position applied for:

For Office Use Only

EEO Category:_____