



County of Bedford, Virginia

Department of Human Resources • 122 East Main Street • Bedford, VA 24523
www.bedfordcountyva.gov • (540) 587-0770 • Fax (540) 587-0710

Submit your completed application to hrinfo@bedfordcountyva.gov

APPLICATION FOR EMPLOYMENT

The County of Bedford, Virginia is an equal opportunity employer and all applicants and employees shall be afforded equal opportunity in all aspects of employment without regard to race, color, religion, age, sex, national origin, physical or mental disability, genetics, protected veteran status, sexual orientation, gender identity or expression, marital status, pregnancy, childbirth or related medical conditions (including lactation, or any other basis protected by Federal or State law. If needed, please contact the Human Resources office for a reasonable accommodation in completing this application.

Bedford County accepts applications only for current advertised positions. Resumes are welcome as an accompaniment to this application but are not considered a substitute for the information requested on the application. An application remains active during the recruitment period for which it was submitted. A separate application must be submitted for each position in which the applicant wishes to express interest.

Date: _____ Position applied for: _____

PERSONAL DATA

Legal Name _____
Last _____ First _____ M.I. _____ Other Names Used _____

Address _____
Street Address or PO Box _____ City _____ State _____ Zip Code _____

E-Mail Address _____

Phone _____
Area Code _____ Telephone Number _____ Area Code _____ Telephone Number (alternate) _____

Certain positions have an age requirement. Are you 21 years of age or older? Yes No
If NO, are you 18 years of age or older? Yes No

EDUCATION

Please provide all education or specialized training relevant to the position in which you are applying.
Applicants must meet minimum educational requirements as stated in the posted job description.

Did you graduate from high school or complete a high school equivalency program? Yes No

Name of High School _____ Location _____

Name of College / University or other Post High School Institution	Location	Degree Received	Major or Specialty	Minor	Dates Attended
1.					
2.					
3.					

Other education, training, certification, etc. relevant to the position you are applying for:

EMPLOYMENT AND VOLUNTEER EXPERIENCE

Starting with the most recent, describe ALL paid, military, and applicable volunteer job experience. Highlight knowledge, skills, and abilities which best demonstrate your qualifications for this position. Please list significantly different jobs within the same organization as separate items. Use supplemental sheets if additional space is needed.

Job Title

Employer

Type of Business

Street Address

Dates of Service: From: _____ To: _____

City _____ State _____ Zip _____

Supervisor's Name

Supervisor's Position

Full Time Part Time – Hours per week: _____

Salary:
Starting \$ _____ Ending \$ _____

Job Duties / Equipment Used _____

Did you supervise others? Yes – How Many? _____ No

Reason for leaving? _____

May we contact this employer?
Yes No

Job Title

Employer

Type of Business

Street Address

Dates of Service From: _____ To: _____

City _____ State _____ Zip _____

Supervisor's Name

Supervisor's Position

Full Time Part Time – Hours per week: _____

Salary:
Starting \$ _____ Ending \$ _____

Job Duties / Equipment Used _____

Did you supervise others? Yes – How Many? _____ No

Reason for leaving? _____

May we contact this employer?
Yes No

Job Title

Employer

Type of Business

Street Address

Dates of Service From: _____ To: _____

City _____ State _____ Zip _____

Supervisor's Name

Supervisor's Position

Full Time Part Time – Hours per week: _____

Salary:
Starting \$ _____ Ending \$ _____

Job Duties / Equipment Used _____

Did you supervise others? Yes – How Many? _____ No

Reason for leaving? _____

May we contact this employer?
Yes No

LICENSE INFORMATION

List all applicable license information, including driver's license and commercial driver's license, certificate or other authorization to practice a trade or profession:

Type	License Number	Expiration Date	Granted by (Licensing Board)
Driver's License CDL			

Use this space for other education, certifications, training, special achievements, or specialized skills relevant to the position for which you are applying: _____

MISCELLANEOUS

Expected rate of pay? \$ _____ What date would you be available to begin employment? _____

Which shift(s) will you accept? Day Evening Nights Rotating Weekends

Would you accept Full-time Part-time If part-time, specify days and hours: _____

Have you ever been employed by Bedford County? Yes No If yes, in what capacity? _____

If yes, dates you were employed with the County: From: _____ To: _____

Do you currently have any relatives employed by Bedford County? Yes No

If yes, please give name and relationship: _____

How did you learn about this employment opportunity? _____

Have you ever been convicted for any violation(s) of law, including moving traffic violations?

(Do not include convictions which were adjudicated in Juvenile Court) Yes No

If YES, please provide description of offense and date of conviction.

Under the Immigration Reform and Control Act of 1986, you will be required to verify your identity and certify that you are eligible to be employed. Further, you will be required to provide documentation to that effect should you be employed.

For purposes of compliance with the *Immigration Reform and Control Act*, are you legally eligible for employment in the United States? Yes No

REFERENCES

Please list three professional references that are familiar with your qualifications. Do not include relatives.

Name	Company	Relationship	Contact Information: Phone Number or Email
1.			
2.			
3.			

CERTIFICATION AND SIGNATURE OF APPLICANT

I hereby certify that all entries on this application for employment are true and complete. I agree and understand that any falsification or information herein, regardless of time of discovery, may be considered sufficient cause for dismissal. I understand that all information on this application is subject to verification. I understand employment is contingent on a successful background check, drug test, and acceptable driving record (if required by position). I hereby authorize Bedford County to obtain my criminal history and driving records now and at any time during the course of my employment as the County may deem necessary. I also consent to reference, former employers, and/or educational institutions being contacted regarding this application. I authorize Bedford County to rely upon and use, as it sees fit, any information received from such contacts. I understand the County may be required to provide information concerning my application for employment and my employment history to other agencies for use in any employment-related investigation or inquiry.

Signature: _____ Date: _____