



EMPLOYMENT APPLICATION

DEPARTMENT OF HUMAN RESOURCES
City Hall
One Park Center Court
Office (703) 335-8800 Fax (703) 335-1405
humanresources@manassasparkva.gov

Please print in ink or type. Answer every question clearly and completely. Where a question does not apply, answer N/A. The Department of Human Resources must receive applications for positions with closing dates by 5:00 p.m. on the closing date.

JOB APPLIED FOR _____
(Give exact title)

1. Name _____
Last First Middle

2. Address _____
Street City State Zip Code

3. Telephone Number (____) _____ (____) _____
Home Cell

Email address _____

4. Are you legally eligible to work in the U.S.? Yes No

5. The City of Manassas Park supports the Americans with Disabilities Act. Will you require any reasonable accommodation in order to complete the interview process? Yes No If yes, list **only** accommodation needed:

6. Have you ever worked for The City of Manassas Park? Yes No If yes, when? _____

7. Do you have a valid driver's license? Yes No If yes, State _____ Number _____

Valid Commercial driver's license? Yes No If yes, State _____ Number _____

Driving records must be provided prior to hire for those positions that require driving a city vehicle and are therefore included on the city's insurance policy. Acceptable records must be within the standards set by the insurance company and the City.

8. When would you be available for employment? _____

9. What is the salary range you seek? _____

10. How did you learn about the job for which you are applying? _____

If website, which one, or if City employee referral, list name of employee. _____

11. Background checks are routinely performed prior to hire on all employees. 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 services. Yes No

If yes, please explain (A conviction does not automatically mean that you cannot be employed. The charge and the date are important. Employment decisions are made based on the results of background check screening.):

EXPERIENCE HISTORY

12. Start with your present job and work back. Include military service and volunteer experience. Additional experience should be listed on separate sheets of paper or a personal resume. Be sure to include all requested information, especially as it relates to the job for which you are applying.

A. Present Employer _____ From _____ To _____

Address _____ Telephone _____ Avg.Hrs./Week _____

Job Title _____ Starting Salary _____ Ending _____

Supervisor's Name _____ May we contact? Yes No

Reason for Leaving _____

Describe your work _____

B. Previous Employer _____ From _____ To _____

Address _____ Telephone _____ Avg.Hrs./Week _____

Job Title _____ Starting Salary _____ Ending _____

Supervisor's Name _____ May we contact? Yes No

Reason for Leaving _____

Describe your work _____

C. Previous Employer _____ From _____ To _____

Address _____ Telephone _____ Avg.Hrs./Week _____

Job Title _____ Starting Salary _____ Ending _____

Supervisor's Name _____ May we contact? Yes No

Reason for Leaving _____

Describe your work _____

D. Previous Employer _____ From _____ To _____

Address _____ Telephone _____ Avg.Hrs./Week _____

Job Title _____ Starting Salary _____ Ending _____

Supervisor's Name _____ May we contact? Yes No

Reason for Leaving _____

Describe your work _____

VOLUNTARY DATA RECORD

To enable The City of Manassas Park to meet statistical reporting regulations, applicants are requested (but not required) to complete this Voluntary Data Record. Information will be used solely for reporting purposes. This portion of your application will be detached and, if hired, will not become a part of your employee record. It will not be used as selection criteria and will be treated as personal and confidential.

Name: _____ Date: _____

Position applied for: _____

Date of Birth: _____ Check one: Male Female

Check one of the following:

- | | |
|---|--|
| <input type="checkbox"/> American Indian/Alaskan Native | <input type="checkbox"/> Asian |
| <input type="checkbox"/> Black/African American | <input type="checkbox"/> Hispanic/Latino |
| <input type="checkbox"/> Native Hawaiian/Pacific Islander | <input type="checkbox"/> White |
| <input type="checkbox"/> Two of more races | |

Are you a Veteran? No Yes Vietnam Era Veteran? No Yes

If yes, dates of active duty: From _____ To _____

Type of discharge or release: _____

TO ALL APPLICANTS

Section 503 of the Rehabilitation Act of 1973, the Americans With Disabilities Act and Section 402 of the Vietnam Era Veterans Readjustment Assistance Act of 1974, as amended, provide for employers to take affirmative action to employ and advance qualified disabled individuals, qualified disabled veterans, and veterans of the Vietnam Era respectively. If you would like to be considered under any of these Affirmative Action programs, please complete the information below.

Submission of this information is voluntary and refusal to provide it will not prevent consideration of employment.

Your information will be kept confidential and used only for the purpose of the Acts and the regulations issued under them, except (a) Supervisors and managers may be informed regarding restrictions on your work or duties and necessary accommodations; (b) safety personnel may be informed, as appropriate, if the condition might require emergency treatment; and (c) government officials investigating compliance with the Acts shall be informed.

If you are disabled and/or a veteran of the Vietnam Era, we would like to assist you in making appropriate career decisions. It would be helpful if you would complete the information below.

- I am disabled and would like assistance in appropriate employment placement.
- I am a Vietnam Era Veteran and would like assistance in appropriate employment placement.
- I am a disabled veteran and would like assistance in appropriate employment placement.

This is a list of my special skills, knowledge, or experience, which may qualify me for positions that I might not otherwise be able to do because of my disability. This will permit my being considered for any position of that kind:

The following accommodations, if made, would enable me to perform the job for which I am applying successfully and safely:
