

**TOWN of CAPE CHARLES  
EMPLOYMENT APPLICATION**

2 Plum Street  
Cape Charles, VA 23310  
(757)331-3259

<b>PERSONAL INFORMATION</b>		
Position Applied For:	Date available to begin work:	
Last Name:	First:	Middle Initial:
Social Security No.:	Mailing Address:	
Physical Address:		
City:	State:	Zip Code:
Phone Number (Home):	Phone Number (Work)	

<b>GENERAL BACKGROUND INFORMATION</b>		
Please complete the following by marking (X) the appropriate boxes and application information. Please use additional pages as necessary to explain or list convictions.	<b>YES</b>	<b>NO</b>
Is any member of your family currently employed with the Town of Cape Charles? If "yes" please provide name, relationship, department and position:		
Have you ever been employed by the Town of Cape Charles? If "yes" please provide the dates of employment and the department:		
Are you legally eligible for employment in the Unites States?		
*Do you have any pending charges against you? If YES Please mark the appropriate box below: Misdemeanor <input type="checkbox"/> Felony <input type="checkbox"/>		
*Have you ever been convicted of a misdemeanor or felony? If "yes" provide dates and details below:		
*This information will be verified. Affirmative answers will not necessarily exclude you from employment; however, the information will be considered as it relates to the position for which you have applied.		

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<b>LICENSES, CERTIFICATIONS, AND COMPUTER SKILLS</b>			
<b>License/Certification</b>	<i>Please use additional pages as necessary</i>	<b>State</b>	<b>Expiration</b>
Indicate (X) type of Driver's License (CDL) <input type="checkbox"/>	Standard <input type="checkbox"/> Commercial <input type="checkbox"/>		
List and provide Official Documentation of other valid license/certifications (PE, CPA, QMRP, LCSW, LCP, CPR, etc.)			
<b>Indicate (X) Computers Skills:</b> Word <input type="checkbox"/> Access <input type="checkbox"/> Excel <input type="checkbox"/> Publisher <input type="checkbox"/> Other (explain below) <input type="checkbox"/>			

<b>EDUCATION</b>				
Circle Highest Level Completed: 1 2 3 4 5 6 7 8 9 10 11 12 OR GED				
Name of School	Location	Degree Earned	Yrs Attended	Major/Minor
College: 1 2 3 4 Graduate School: 1 2				
Name of College/University	Location	Degree Earned	Yrs Attended	Major/Minor

<b>INTERESTS, HOBBIES, VOLUNTEER EXPERIENCE</b>			
List interests/hobbies:			
Volunteer experience:	Organization	Dates Active	Responsibilities

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<b>Employment Experience</b>			
Using a separate section for each position, <i>describe in detail</i> all work experience beginning with your most recent job. Please include additional pages as necessary.			
Job Title:	Supervisor:	Phone#:	
Employer:	Address:		
Dates Employed:   Begin                      End:	Salary Begin:	End:	#Hrs/week:
Supervision Experience: YES <input type="checkbox"/> NO <input type="checkbox"/>	Reason for Leaving:		
Job Duties (Be Specific):			

Job Title:	Supervisor:	Phone#:	
Employer:	Address:		
Dates Employed:   Begin                      End:	Salary Begin:	End:	#Hrs/week:
Supervision Experience: YES <input type="checkbox"/> NO <input type="checkbox"/>	Reason for Leaving:		
Job Duties (Be Specific):			

Job Title:	Supervisor:	Phone#:	
Employer:	Address:		
Dates Employed:   Begin                      End:	Salary Begin:	End:	#Hrs/week:
Supervision Experience: YES <input type="checkbox"/> NO <input type="checkbox"/>	Reason for Leaving:		
Job Duties (Be Specific):			

Pledge – The information supplied by me in this application is complete and true to the best of my knowledge. I understand any misstatement; misrepresentation or omission of material facts shall cause forfeiture of all rights to employment in the municipal service of the Town of Cape Charles.

Signature \_\_\_\_\_ Date \_\_\_\_\_