



**EMPLOYMENT HISTORY**

**LIST BELOW ALL PRESENT AND PAST EMPLOYMENT, BEGINNING WITH YOUR MOST RECENT.**

| <b>NAME AND ADDRESS OF COMPANY AND TYPE OF BUSINESS</b> | <b>FROM MO. / YR.</b> | <b>TO MO. / YR.</b> | <b>POSITION</b> | <b>MONTHLY STARTING SALARY</b> | <b>MONTHLY LAST SALARY</b> |
|---|-----------------------|---------------------|-----------------|--------------------------------|----------------------------|
|   |                       |                     |                 |                                |                            |
| <b>TELEPHONE</b>  |                       |                     |                 |                                |                            |
| <b>REASON FOR LEAVING</b>                               |                       |                     |                 |                                |                            |
| <b>NAME OF SUPERVISOR</b>                               |                       |                     |                 |                                |                            |

| <b>NAME AND ADDRESS OF COMPANY AND TYPE OF BUSINESS</b> | <b>FROM MO. / YR.</b> | <b>TO MO. / YR.</b> | <b>POSITION</b> | <b>MONTHLY STARTING SALARY</b> | <b>MONTHLY LAST SALARY</b> |
|---|-----------------------|---------------------|-----------------|--------------------------------|----------------------------|
|   |                       |                     |                 |                                |                            |
| <b>TELEPHONE</b>  |                       |                     |                 |                                |                            |
| <b>REASON FOR LEAVING</b>                               |                       |                     |                 |                                |                            |
| <b>NAME OF SUPERVISOR</b>                               |                       |                     |                 |                                |                            |

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|---|-----------------------|---------------------|-----------------|--------------------------------|----------------------------|
|   |                       |                     |                 |                                |                            |
| <b>TELEPHONE</b>  |                       |                     |                 |                                |                            |
| <b>REASON FOR LEAVING</b>                               |                       |                     |                 |                                |                            |
| <b>NAME OF SUPERVISOR</b>                               |                       |                     |                 |                                |                            |

**SUMMARIZE HERE ANY ADDITIONAL EXPERIENCES AND/OR SKILLS YOU MAY HAVE.**

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**HAVE YOU AS AN ADULT EVER BEEN CONVICTED OF A MISDEMEANOR OR FELONY OTHER THAN A MINOR TRAFFIC VIOLATION? PLEASE LIST DATE AND NATURE OF OFFENSE.**

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**HAVE YOU BEEN CONVICTED OF ANY OFFENSE INVOLVING THE SEXUAL MOLESTATION, PHYSICAL OR SEXUAL ABUSE, OR RAPE OF A CHILD? IF YES EXPLAIN**

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**THE ANSWERS TO THE FOREGOING QUESTIONS ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE. I UNDERSTAND THAT AS PART OF NORMAL EMPLOYMENT PROCEDURES, A ROUTINE INQUIRY MAY BE MADE CONCERNING INFORMATION ON MY CHARACTER, GENERAL REPUTATION, CREDIT, PERSONAL CHARACTERISTICS AND MODE OF LIVING. I AUTHORIZE SUCH INVESTIGATION AND UNDERSTAND THAT, UPON WRITTEN REQUEST, INFORMATION AS TO THE NATURE AND SCOPE OF THE INQUIRY, IF ONE IS MADE, WILL BE PROVIDED.**

**SIGNATURE** \_\_\_\_\_ **DATE** \_\_\_\_\_

**VIRGINIA DRIVER'S LICENSE NO:** \_\_\_\_\_

VOLUNTARY APPLICANT DATA RECORD

AS AN EQUAL OPPORTUNITY EMPLOYER, QUALIFIED 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 CLASSIFICATION PROTECTED BY FEDERAL, STATE, OR LOCAL LAW.

AS EMPLOYERS/GOVERNMENT CONTRACTORS, WE COMPLY WITH GOVERNMENT REGULATIONS AND AFFIRMATIVE ACTION RESPONSIBILITIES.

COMPLETION OF THIS DATA IS **VOLUNTARY** AND WILL NOT AFFECT YOUR OPPORTUNITY FOR EMPLOYMENT. THIS INFORMATION IS SOLELY, TO HELP US COMPLY WITH GOVERNMENT RECORD KEEPING; REPORTING AND OTHER REQUIREMENTS AND WILL BE KEPT IN A CONFIDENTIAL FILE SEPARATE FROM THE APPLICATION FOR EMPLOYMENT.

**POSITION APPLIED FOR:** \_\_\_\_\_

**REFERRAL SOURCE:** \_\_\_\_\_

**SEX:**  
 M       F

**ARE YOU A U.S. CITIZEN?**  
 NO       YES

**RACE:**  
 WHITE                       BLACK                       HISPANIC  
 AMERICAN INDIAN       ASIAN                       OTHER

**VETERAN STATUS:**  
 VIETNAM ERA VETERAN       DISABLED VIETNAM ERA VETERAN  
 VETERAN-OTHER               NOT A VETERAN

**DISABILITY STATUS:**  
 INDIVIDUAL WITH A DISABILITY

HAVE YOU EVER BEEN CONVICTED OF A CRIME, EXCLUDING MISDEMEANORS AND SUMMARY OFFENSES, IN THE PAST TEN YEARS WHICH HAS NOT BEEN ANNULLED OR EXPUNGED OR SEALED BY A COURT?  NO  YES  
IF YES, DESCRIBE IN FULL

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LIST ANY FRIENDS OR RELATIVES WORKING FOR US, OTHER THAN SPOUSE: \_\_\_\_\_

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