

# Jamestown 4H Educational Center

3751 4H Club Road  
Williamsburg, VA 23185  
(757) 253-4931  
(757) 253-7231 (fax)

Employees of Jamestown 4H Educational Centers shall be afforded equal opportunity in all aspects of employment without regard to race, color, religion, political affiliation, national origin, disability, marital status, gender or age.

As a means of accommodation to persons with specific disabilities that prevent them from completing this application, confidential assistance in filling out this application may be obtained by calling (757) 253-4931.

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## EMPLOYMENT APPLICATION

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POSITION APPLIED FOR \_\_\_\_\_ POSITION NO. \_\_\_\_\_

<b>Name</b> Last: _____ First: _____ MI. _____	<b>Social Security Number</b> _____/_____/_____
<b>Address</b> Street: _____ Apt: _____ City: _____ State: _____ Zip Code: _____	<b>Contact</b> Home phone: (     ) _____ Work phone: (     ) _____ Cell Phone: (     ) _____ E-mail: _____ May we contact you at work? Yes <input type="checkbox"/> No <input type="checkbox"/>

### Education

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Do you have a high school diploma or GED? Yes  Name and location of school \_\_\_\_\_  
No  \_\_\_\_\_

Name and Location (City & State) of College(s) or University(ies) Attended	Yes		Total Credit Hours	Major Field of Study	Degree Received?	Type (BS, MA, PhD)
	From	To				
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____

List education or training not covered above, such as vocational school, correspondence courses, in-service training, which you feel relates to the position for which you are applying.

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List qualifications relevant to the position which are not covered elsewhere in your application (such as foreign language proficiency, professional licenses or certifications, skills in operation of machines/equipment, technical skills and/or computer, or other special training). For licenses and certifications include date and place of issuance and date of expiration.

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## Personal Information

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1. Have you ever worked for Jamestown 4H Educational Center?  
Yes  No   
If yes, what position/department: \_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_
  2. When will you be available for work? \_\_\_\_\_
  3. Do you have a valid driver's license? Yes  No  If yes, please give State \_\_\_\_\_  
License Number \_\_\_\_\_
  4. Do you have a valid commercial driver's license? Yes  No  If yes, please give type \_\_\_\_\_  
State \_\_\_\_\_
  5. Are you under the age of 18? Yes  No  If yes, give birth date \_\_\_\_\_
  6. Are you a U.S. citizen or are you otherwise legally eligible for employment in the U.S.? Yes  No   
(Anyone offered employment is required to provide proper identification and documentation of eligibility for employment in the U.S.)
  7. Citizenship status (select one):  U.S. Citizen  U.S. National (Country \_\_\_\_\_)  Permanent Resident Alien  
 Non-Citizen authorized under Federal law to work in the U.S. Type of Visa \_\_\_\_\_
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Dismissals from employment or convictions will not necessarily be a bar to employment. Factors such as age at the time of the offense, date of the offense, seriousness and nature of the violation and rehabilitation will be taken into account.

1. Have you been fired or asked to resign from employment? Yes  No   
If you answered "Yes," please provide date employment ended and explain:  
  
\_\_\_\_\_
2. Have you ever served in the military? Yes  No  If yes, please provide dates of service: From \_\_\_\_\_ to \_\_\_\_\_  
  
\_\_\_\_\_

In answering Question 3, you need NOT report the following:

- Arrests not followed by convictions;
- Convictions which were annulled or expunged;
- Offense for which you were tried as a minor or juvenile; or
- Conviction of a misdemeanor in which the period of twenty years has elapsed since the date you fulfilled the sentence and during which elapsed time there has not been any subsequent arrest or conviction.

3. Have you been **convicted** of a violation of law? Yes  No  If yes, what type?  
 Felony  
 Misdemeanor  
 Traffic (Paying a traffic ticket is considered a conviction.)  
 If other, please list:  
  
\_\_\_\_\_

If you answered "Yes" to Question 3, please explain in detail below:  
  
\_\_\_\_\_

# Employment History

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Give a complete record of your employment history including part-time work, military service, and volunteer work. **List all experience in order, starting with your most recent position.** Account for all periods of unemployment. Attach additional sheets if necessary. Resumes may be attached for additional information; however, the application must be completed. **DO NOT INDICATE "See resume."**

May we contact your present employer regarding your qualifications and record of employment? Yes  No

Job Title: \_\_\_\_\_ Supervisor: \_\_\_\_\_ Phone: (     ) \_\_\_\_\_

Employer: \_\_\_\_\_ Address: \_\_\_\_\_

Date Employed (MM/YYYY) From: \_\_\_\_\_ To: \_\_\_\_\_ Salary: \_\_\_\_\_ per \_\_\_\_\_

Hours per Week: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

Description of work:

\_\_\_\_\_

Job Title: \_\_\_\_\_ Supervisor: \_\_\_\_\_ Phone: (     ) \_\_\_\_\_

Employer: \_\_\_\_\_ Address: \_\_\_\_\_

Date Employed (MM/YYYY) From: \_\_\_\_\_ To: \_\_\_\_\_ Salary: \_\_\_\_\_ per \_\_\_\_\_

Hours per Week: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

Description of work:

\_\_\_\_\_

Job Title: \_\_\_\_\_ Supervisor: \_\_\_\_\_ Phone: (     ) \_\_\_\_\_

Employer: \_\_\_\_\_ Address: \_\_\_\_\_

Date Employed (MM/YYYY) From: \_\_\_\_\_ To: \_\_\_\_\_ Salary: \_\_\_\_\_ per \_\_\_\_\_

Hours per Week: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

Description of work:

\_\_\_\_\_

Employment History Continuation Sheet

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Give a complete record of your employment history including part-time work, military service, and volunteer work. **List all experience in order, starting with your most recent position.** Account for all periods of unemployment. Attach additional sheets if necessary. Resumes may be attached for additional information; however, the application must be completed. **DO NOT INDICATE "See resume."**

May we contact your present employer regarding your qualifications and record of employment? Yes  No

Job Title: \_\_\_\_\_ Supervisor: \_\_\_\_\_ Phone: (     ) \_\_\_\_\_

Employer: \_\_\_\_\_ Address: \_\_\_\_\_

Date Employed (MM/YYYY) From: \_\_\_\_\_ To: \_\_\_\_\_ Salary: \_\_\_\_\_ per \_\_\_\_\_

Hours per Week: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

Description of work:

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Job Title: \_\_\_\_\_ Supervisor: \_\_\_\_\_ Phone: (     ) \_\_\_\_\_

Employer: \_\_\_\_\_ Address: \_\_\_\_\_

Date Employed (MM/YYYY) From: \_\_\_\_\_ To: \_\_\_\_\_ Salary: \_\_\_\_\_ per \_\_\_\_\_

Hours per Week: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

Description of work:

**Professional References:**

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Please list 3 professional references that are not family members:

**Name:** \_\_\_\_\_ **Address:** \_\_\_\_\_ **Phone Number** \_\_\_\_\_

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# Privacy Act Notice for Employment Forms

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## *Notice to Applicants*

This information is provided pursuant to the Privacy Protection Act of 1976 for individuals supplying information for inclusion in a system of records.

## *Policy*

The policy of Jamestown 4H Center is to collect, maintain, use and disseminate only the personal information required by law to accomplish a proper purpose.

## *Purpose, Use, Access, and Dissemination*

Information furnished will be used primarily by Jamestown 4H Educational Center to determine qualifications for employment, promotion and/or demotion. All or part of this information may be furnished to others as indicated below:

1. Representatives of Federal, State, and local agencies engaged in investigating violations of the law.
2. Individuals or agencies requesting statistical data exclusive of personal identification.
3. Requesting agencies possessing your voluntary release of information and assuming confidential protection of information released.

## *Effects of Nondisclosure*

It is in your best interest to answer all questions. Your failure to complete this form may jeopardize your opportunity for employment.

## **Certification**

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1. I have read and understand the above Privacy Act Notice for Employment Forms.
2. I hereby certify that this application is a complete record and that all entries and attachments are true and accurate to the best of my knowledge.
3. I authorize
  - ! Jamestown 4H Center to conduct a thorough background investigation, except as it pertains to race, origin, sex, age, or other non-job related criteria, to be used relative to my employment with the Center. This investigation may include driving record checks and results of drug and alcohol test conducted by previous employer(s); and,
  - ! My former employers and those listed as references to provide any job related information they have about me, including results of drug and alcohol tests, and I release all concerned from any liability in connection with the release of this information.
4. I hereby agree that Jamestown 4H Educational Center may, in accordance with the 1985 Amendments to the Fair Labor Standards Act and the Jamestown 4H Educational Center Personnel Policies and Procedures Manual, award to me compensatory leave at the time and one-half rate in lieu of overtime pay for all overtime worked in excess of the maximum allowable number of hours under the Centers Overtime Policy for Non-Exempt Employees.
5. I understand that:
  - ! False or incomplete statements made on the application are grounds for disqualification from employment;
  - ! Any employment is conditioned upon successful completion of a probationary period and that Jamestown 4H Educational Center employs me "at will" and is not committed to any specific term of employment. This "at will" employment relationship may not be changed by any written document or by contract unless such a change is specifically acknowledged by an authorized executive of this organization.

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

Position Applied For: \_\_\_\_\_

## Recruitment Survey

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How did you first find out about this vacancy? (Please select only one.)

Newspaper Ad. If so, please indicate which paper:

- Daily Press
- Virginia Gazette
- Richmond Times-Dispatch
- Virginia Pilot/Ledger Star
- Other newspaper \_\_\_\_\_
- Jamestown 4H Center Human Resource Office
- Virginia Employment Commission
- Job Line

Internet

- Jamestown 4H Center
- Career Builder
- Other web site: \_\_\_\_\_
- Friend/Relative
- Cable Channel
- County Employee
- Job Fair Location \_\_\_\_\_
- Other \_\_\_\_\_

## Statistical Reporting Information

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In order to meet the requirements of Federal guidelines, we need your cooperation and assistance in completing this form. Participation is confidential. Your replies will not affect your eligibility or opportunity for employment. The data will be used for reporting and personnel research purposes only. It will not be used for the purpose of selecting job applicants.

Sex: Female  Male

### Ethnic Background

Review all ethnic background categories listed below. Determine the one category which best represents your ethnic background. Select the square provided next to that category. *Mark One Square Only.*

- White (not of Hispanic origin)*  
All persons having origins in any of the original peoples of Europe, North Africa, or the Middle East.
- Black (not of Hispanic origin)*  
All persons having origins in any of the Black racial groups of Africa.
- Hispanic*  
All persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.
- Asian or Pacific Islander*  
All persons having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, or the Pacific Islands. This area includes, for example, China, India, Japan, Korea, the Philippine Islands, and Samoa.
- American Indian or Alaskan Native*  
All persons having origins in any of the original peoples of North America, and who maintain cultural identification through tribal affiliation or community recognition.