|  |  |  |
| --- | --- | --- |
| DHRM Form 10-012 (Rev. 9/03)**Please print in ink (preferably black) or use typewriter**Number of attachments      Position number       | Commonwealth of Virginia*An Equal Opportunity Employer***Application for Employment** |  |
| Employees of the Commonwealth and applicants for employment 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 the agency to which you are applying. |
| 1. Position applied for |        | 2. Agency |       |
|  | (one per application) |  |
|  | *(Note: Completion of number three is optional. Failure to submit social* |
| 3. Name of Facility: |       | *security number on this form will not prohibit employment consideration.* |
|  |  | *Social security number may be required on other forms prior to employment.)* |
| 4. Full legal name |       |       |       | 6. Home Phone (   )       |
|  | Last | First | Middle |  |  |
| 5. Address |       | 7. Business Phone | (   ) |       |
|  |       |       |       | 8. E-mail Address  |       |
|  | City | State | Zip |  |
| 9. **EDUCATION** |
| a. Check highest grade completed | [ ] 1 [ ] 2 [ ] 3 [ ] 4 [ ] 5 [ ] 6 [ ] 7 [ ] 8 [ ] 9 [ ] 10[ ]  11 [ ] 12 |  |  |
| b. If you did not complete high school, do you have a high school equivalency diploma? | [ ]  Yes | [ ]  No |  |  |
| c. Check number of years of post high school education |  [ ] 1 [ ] 2 [ ] 3 [ ] 4 [ ] 5 [ ] 6 [ ]  7 |
|  |
| Name and Location of Institution | Hrs | Degree Received | Major or Specialty | Minor | Dates Attended |
| 1. |       |       |       |       |       |       |
| 2. |       |       |       |       |       |       |
| 3. |       |       |       |       |       |       |
|  |
| d. If you expect to complete an educational program in the near future, please indicate what type of degree or program and expected |
| completion date: |       |
| 10. **EXPERIENCE** — *Use Supplementary Experience Form(s) for additional space.* Starting with the most recent, describe *ALL* paid, military and applicable voluntary experience. Highlight your knowledge, skills and abilities which best demonstrate your qualifications for this position. You may list significantly different jobs within the same organization as separate items. May we contact your present supervisor? [ ]  Yes [ ]  No |
|  |
|  |
| a. **Job Title** |       |  | **Duties:** |       |
| Employer |       |  |       |
| Address |       |  |       |
|  |       |  |       |
|  |       | Phone |       |  |       |
| Type of business |       |  |       |
| Immediate supervisor |       |  |       |
| Title |       |  | Number and titles of employees you supervised |       |
| Salary (start) |       | (finish) |       |  | Equipment used |       |
| Dates (mo/yr) |       | to (mo/yr) |       |  | Reason for leaving |       |
| Full-time |   | Part-time |   | Hours/week |      |  | Your name if different from present |       |
| b. **Job Title** |       |  | **Duties:** |       |
| Employer |       |  |       |
| Address |       |  |       |
|  |       |  |       |
|  |       | Phone |       |  |       |
| Type of business |       |  |       |
| Immediate supervisor |       |  |       |
| Title |       |  | Number and titles of employees you supervised |       |
| Salary (start) |       | (finish) |       |  | Equipment used |       |
| Dates (mo/yr) |       | to (mo/yr) |       |  | Reason for leaving |       |
| Full-time |   | Part-time |   | Hours/week |      |  | Your name if different from present |       |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| c. **Job Title** |       |  | **Duties:** |       |
| Employer |       |  |       |
| Address |       |  |       |
|  |       |  |       |
|  |       | Phone |       |  |       |
| Type of business |       |  |       |
| Immediate supervisor |       |  |       |
| Title |       |  | Number and titles of employees you supervised |       |
| Salary (start) |       | (finish) |       |  | Equipment used |       |
| Dates (mo/yr) |       | to (mo/yr) |       |  | Reason for leaving |       |
| Full-time |   | Part-time |   | Hours/week |      |  | Your name if different from present |       |
| d. Use this space for any additional information you think would help us evaluate your application, including training, seminars, workshops, |
| and special achievements or specialized skills: |       |
|  |       |
|  |       |
| e. Automated word processing (specify equipment) |       |
| Typing speed |       | words per minute. | Shorthand speed |       | words per minute |
| f. License (to include driver’s), certificate or other authorization to practice a trade or profession. |
|  | Type | License Number | Granted by (licensing board) |
|  |       |       |       |
|  |       |       |       |
| 11. **REFERENCES** |
| List names, addresses and relationships of three persons not related to you who know your qualifications: |
|  | Name | Address | Phone | Relationship |
|  |       |       |       |       |
|  |       |       |       |       |
|  |       |       |       |       |
| 12. **MISCELLANEOUS** |
| a. Check which shift you will accept: [ ]  Day [ ]  Evening [ ]  Night [ ]  Rotating [ ]  Weekends Specify shift hours |       |
| b. Check which job status you will accept: [ ]  Full-time [ ]  Part-time (specify) |       |
| c. Check which employment status you will accept: [ ]  Salaried (benefits) [ ]  Hourly (No benefits) [ ]  Part-time salaried (leave benefits only) |
| d. Are you willing to accept employment which requires you to travel? [ ]  No [ ]  Yes. If yes, [ ]  During the day only, |
| [ ]  Occasionally overnight, [ ]  Frequently overnight. |
| e. List the geographic locations in which you are willing to work. If anywhere in Virginia, write “all” |       |
| f. Are you willing to provide your own transportation if necessary for your employment? [ ]  Yes [ ]  No. |
| g. For purposes of compliance with The Immigration Reform and Control Act, are you legally eligible for employment in the United States? |
| [ ]  Yes [ ]  No. Under the Immigration Reform and Control Act of 1986, you will be required to fill out a certification verifying that you |
| are eligible to be employed and verifying your identity. Further, you will be required to provide documentation to that effect should you be |
| employed. |
| h. Section 2.2-2804 of the Code of Virginia prohibits any board, commission, department, agency, institution or instrumentality of the |
|  Commonwealth from employing a person who is required to present himself and submit to the federal Selective Service registration |
|  requirement and failed to do so. If you are/were required to register for the Selective Service, have you done so? [ ]  Yes [ ]  No. |
|  If no, state reason:       |
| i. For purposes of compliance with Section 2.2-2903 of the Code of Virginia, are you a veteran who received an honorable discharge and has (i) provided more than  |
|  more than 180 consecutive days of full-time active- duty in the armed forces of the United States or reserve components thereof, including the National Guard? |
|  the National Guard, or (ii) has a service-connected disability rating fixed by the United States Veterans Affairs? |
|  [ ]  Yes [ ]  No. If yes, did you serve during the Vietnam Conflict (2/28/61-3/7/75)? [ ]  Yes [ ]  No |
| 13. When will you be available to start work? (No date is necessary if you are available as soon as you give two (2) weeks notice.) |
|  |    | Month |    | Day |    | Year |
| 14. **CERTIFICATION--***Each Application Requires Current Date and Original Signature* |
| I hereby certify that all entries on both sides and attachments are true and complete, and I agree and understand that any falsification of information herein, regardless oftime of discovery, may cause forfeiture on my part of any employment in the service of the Commonwealth of Virginia. I understand that all information on this application is subject to verification and I consent to criminal history background checks. I also consent that you may contact references, former employers and educational institutions listed regarding this application. I further authorize the Commonwealth to rely upon and use, as it sees fit, any information received from such contacts. Information contained on this application may be disseminated to other agencies, nongovernmental organizations or systems on a need-to-know basis for good cause shown as determined by the agency head or designee. |
| **Date** |       | **Applicant Signature** |  |

*Pursuant to federal regulations, we collect responses to the questions below for record keeping purposes. This information will NOT be kept with your application for employment. Federal law prohibits unlawful discrimination on the basis of race, color, sex, age, national origin, religion, or disability.*

|  |  |  |
| --- | --- | --- |
| *Check the block for the racial or ethnic group with**which you identify:* | *Check the block for the highest level of education**you have completed (check only one):* | *Check the appropriate block:**[ ]  Female* |
| *[ ]  White (includes Arabian)* | *[ ]  Less than 8th grade* | *[ ]  Male* |
| *[ ]  Black (includes Jamaican, Bahamians and* | *[ ]  Completed 8th grade* |  |
|  *other Caribbeans of African but not Hispanic* | *[ ]  Attended high school* |  |
|  *or Arabian descent)* | *[ ]  High school graduate or equivalent* | *Please indicate your date of birth:   /  /*  |
| *[ ]  Hispanic (includes persons of Mexican,* | *[ ]  Attended college and/or associate degree* |  |
|  *Puerto Rican, Central or South American or* | *[ ]  College graduate* | *Position applied for:* |  |
|  *other Spanish origin or culture)* | *[ ]  Attended graduate school* | *Position number:* |  |
| *[ ]  Asian & Asian American (includes Pakistanis,* | *[ ]  Master’s degree* |  |
| *Indians & Pacific Islanders)* | *[ ]  Graduate study beyond master’s*  |  |
| *[ ]  American Indians (includes Alaskans)* | *requirements* | ***FOR OFFICE USE ONLY*** |
|  | *[ ]  Ph.D. or professional degree* | *EEO Category:* |  |

How did you find out about this employment opportunity?

|  |  |  |
| --- | --- | --- |
| [ ]  Newspaper\* | [ ]  State RECRUIT system |  |
| [ ]  Radio/TV\* | [ ]  Agency Bulletin Board |  |
| [ ]  VEC | [ ]  Other (please specify) |  |
|  |  |  |
|  | \*specify name of newspaper or other media |  |
|  |       |

DHRM Form 10-012A(Rev. 9/03) Attachment Number

**Supplementary Experience Form**

|  |  |  |  |
| --- | --- | --- | --- |
|  |  | **Position Applied For** |  |
| **Name** |  | **Announcement Number** |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  **Job Title** |       |  | **Duties:** |       |
| Employer |       |  |       |
| Address |       |  |       |
|  |       |  |       |
|  |       | Phone |       |  |       |
| Type of business |       |  |       |
| Immediate supervisor |       |  |       |
| Title |       |  | Number and titles of employees you supervised |       |
| Salary (start) |       | (finish) |       |  | Equipment used |       |
| Dates (mo/yr) |       | to (mo/yr) |       |  | Reason for leaving |       |
| Full-time |   | Part-time |   | Hours/week |      |  | Your name if different from present |       |
|  **Job Title** |       |  | **Duties:** |       |
| Employer |       |  |       |
| Address |       |  |       |
|  |       |  |       |
|  |       | Phone |       |  |       |
| Type of business |       |  |       |
| Immediate supervisor |       |  |       |
| Title |       |  | Number and titles of employees you supervised |       |
| Salary (start) |       | (finish) |       |  | Equipment used |       |
| Dates (mo/yr) |       | to (mo/yr) |       |  | Reason for leaving |       |
| Full-time |   | Part-time |   | Hours/week |      |  | Your name if different from present |       |
|  **Job Title** |       |  | **Duties:** |       |
| Employer |       |  |       |
| Address |       |  |       |
|  |       |  |       |
|  |       | Phone |       |  |       |
| Type of business |       |  |       |
| Immediate supervisor |       |  |       |
| Title |       |  | Number and titles of employees you supervised |       |
| Salary (start) |       | (finish) |       |  | Equipment used |       |
| Dates (mo/yr) |       | to (mo/yr) |       |  | Reason for leaving |       |
| Full-time |   | Part-time |   | Hours/week |      |  | Your name if different from present |       |
|  **Job Title** |       |  | **Duties:** |       |
| Employer |       |  |       |
| Address |       |  |       |
|  |       |  |       |
|  |       | Phone |       |  |       |
| Type of business |       |  |       |
| Immediate supervisor |       |  |       |
| Title |       |  | Number and titles of employees you supervised |       |
| Salary (start) |       | (finish) |       |  | Equipment used |       |
| Dates (mo/yr) |       | to (mo/yr) |       |  | Reason for leaving |       |
| Full-time |   | Part-time |   | Hours/week |      |  | Your name if different from present |       |
|  **Job Title** |       |  | **Duties:** |       |
| Employer |       |  |       |
| Address |       |  |       |
|  |       |  |       |
|  |       | Phone |       |  |       |
| Type of business |       |  |       |
| Immediate supervisor |       |  |       |
| Title |       |  | Number and titles of employees you supervised |       |
| Salary (start) |       | (finish) |       |  | Equipment used |       |
| Dates (mo/yr) |       | to (mo/yr) |       |  | Reason for leaving |       |
| Full-time |   | Part-time |   | Hours/week |      |  | Your name if different from present |       |

DHRM Form 10-012A(Rev 9/03) Attachment Number

**Supplementary Experience Form**

|  |  |  |  |
| --- | --- | --- | --- |
|  |  | **Position Applied For** |  |
| **Name** |  | **Announcement Number** |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  **Job Title** |       |  | **Duties:** |       |
| Employer |       |  |       |
| Address |       |  |       |
|  |       |  |       |
|  |       | Phone |       |  |       |
| Type of business |       |  |       |
| Immediate supervisor |       |  |       |
| Title |       |  | Number and titles of employees you supervised |       |
| Salary (start) |       | (finish) |       |  | Equipment used |       |
| Dates (mo/yr) |       | to (mo/yr) |       |  | Reason for leaving |       |
| Full-time |   | Part-time |   | Hours/week |      |  | Your name if different from present |       |
|  **Job Title** |       |  | **Duties:** |       |
| Employer |       |  |       |
| Address |       |  |       |
|  |       |  |       |
|  |       | Phone |       |  |       |
| Type of business |       |  |       |
| Immediate supervisor |       |  |       |
| Title |       |  | Number and titles of employees you supervised |       |
| Salary (start) |       | (finish) |       |  | Equipment used |       |
| Dates (mo/yr) |       | to (mo/yr) |       |  | Reason for leaving |       |
| Full-time |   | Part-time |   | Hours/week |      |  | Your name if different from present |       |
|  **Job Title** |       |  | **Duties:** |       |
| Employer |       |  |       |
| Address |       |  |       |
|  |       |  |       |
|  |       | Phone |       |  |       |
| Type of business |       |  |       |
| Immediate supervisor |       |  |       |
| Title |       |  | Number and titles of employees you supervised |       |
| Salary (start) |       | (finish) |       |  | Equipment used |       |
| Dates (mo/yr) |       | to (mo/yr) |       |  | Reason for leaving |       |
| Full-time |   | Part-time |   | Hours/week |      |  | Your name if different from present |       |
|  **Job Title** |       |  | **Duties:** |       |
| Employer |       |  |       |
| Address |       |  |       |
|  |       |  |       |
|  |       | Phone |       |  |       |
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| Title |       |  | Number and titles of employees you supervised |       |
| Salary (start) |       | (finish) |       |  | Equipment used |       |
| Dates (mo/yr) |       | to (mo/yr) |       |  | Reason for leaving |       |
| Full-time |   | Part-time |   | Hours/week |      |  | Your name if different from present |       |
|  **Job Title** |       |  | **Duties:** |       |
| Employer |       |  |       |
| Address |       |  |       |
|  |       |  |       |
|  |       | Phone |       |  |       |
| Type of business |       |  |       |
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| Title |       |  | Number and titles of employees you supervised |       |
| Salary (start) |       | (finish) |       |  | Equipment used |       |
| Dates (mo/yr) |       | to (mo/yr) |       |  | Reason for leaving |       |
| Full-time |   | Part-time |   | Hours/week |      |  | Your name if different from present |       |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  **Job Title** |       |  | **Duties:** |       |
| Employer |       |  |       |
| Address |       |  |       |
|  |       |  |       |
|  |       | Phone |       |  |       |
| Type of business |       |  |       |
| Immediate supervisor |       |  |       |
| Title |       |  | Number and titles of employees you supervised |       |
| Salary (start) |       | (finish) |       |  | Equipment used |       |
| Dates (mo/yr) |       | to (mo/yr) |       |  | Reason for leaving |       |
| Full-time |   | Part-time |   | Hours/week |      |  | Your name if different from present |       |
|  **Job Title** |       |  | **Duties:** |       |
| Employer |       |  |       |
| Address |       |  |       |
|  |       |  |       |
|  |       | Phone |       |  |       |
| Type of business |       |  |       |
| Immediate supervisor |       |  |       |
| Title |       |  | Number and titles of employees you supervised |       |
| Salary (start) |       | (finish) |       |  | Equipment used |       |
| Dates (mo/yr) |       | to (mo/yr) |       |  | Reason for leaving |       |
| Full-time |   | Part-time |   | Hours/week |      |  | Your name if different from present |       |
|  **Job Title** |       |  | **Duties:** |       |
| Employer |       |  |       |
| Address |       |  |       |
|  |       |  |       |
|  |       | Phone |       |  |       |
| Type of business |       |  |       |
| Immediate supervisor |       |  |       |
| Title |       |  | Number and titles of employees you supervised |       |
| Salary (start) |       | (finish) |       |  | Equipment used |       |
| Dates (mo/yr) |       | to (mo/yr) |       |  | Reason for leaving |       |
| Full-time |   | Part-time |   | Hours/week |      |  | Your name if different from present |       |
|  **Job Title** |       |  | **Duties:** |       |
| Employer |       |  |       |
| Address |       |  |       |
|  |       |  |       |
|  |       | Phone |       |  |       |
| Type of business |       |  |       |
| Immediate supervisor |       |  |       |
| Title |       |  | Number and titles of employees you supervised |       |
| Salary (start) |       | (finish) |       |  | Equipment used |       |
| Dates (mo/yr) |       | to (mo/yr) |       |  | Reason for leaving |       |
| Full-time |   | Part-time |   | Hours/week |      |  | Your name if different from present |       |
|  **Job Title** |       |  | **Duties:** |       |
| Employer |       |  |       |
| Address |       |  |       |
|  |       |  |       |
|  |       | Phone |       |  |       |
| Type of business |       |  |       |
| Immediate supervisor |       |  |       |
| Title |       |  | Number and titles of employees you supervised |       |
| Salary (start) |       | (finish) |       |  | Equipment used |       |
| Dates (mo/yr) |       | to (mo/yr) |       |  | Reason for leaving |       |
| Full-time |   | Part-time |   | Hours/week |      |  | Your name if different from present |       |