



## APPLICATION OF EMPLOYMENT

Selected applicants for employment are required to undergo a background, drug and alcohol screening. Some jobs may require a credit check and a driving record check. Pulaski County is an Equal Opportunity Employer and does not discriminate based on race, color, religion, sex, sexual orientation, gender identity/transgender status, marital status, political affiliation, age, national origin, genetic makeup, veteran status or disability, which if needing accommodation, may be reasonably accommodated and commit to following federal, state and local anti-discrimination laws.

\*Due to the volume of applications received, only those selected for interviews will be contacted.

\*Applications should be submitted to: *Department of Human Resources, 143 Third Street, NW, Suite 1, Pulaski, VA 24301, via fax 540-994-7717 or via email at [tnichols@pulaskicounty.org](mailto:tnichols@pulaskicounty.org).*

### APPLICANT INFORMATION

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

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

Email: \_\_\_\_\_ Are you a Veteran?      Yes      No

Which Branch? \_\_\_\_\_ Is your spouse Veteran?      Yes      No

Do you possess a CDL?      Yes      No      What class? \_\_\_\_\_

### POSITION YOU ARE APPLYING FOR

Title: \_\_\_\_\_ Available start date? \_\_\_\_\_

### EDUCATION

GED      Bachelor's Degree

High School Diploma      Master's Degree

Associate's Degree      Doctorate

Which College or University? \_\_\_\_\_

Field of study? \_\_\_\_\_

### REFERENCES

Name	Title	Company	Phone/email

**EMPLOYMENT HISTORY**

<b>Employer</b>	<b>City &amp; State of Business</b>	<b>Position</b>	<b>Dates of Employment</b>

*Please attach a resume that includes a full description of previous employment and job duties.*

Please list the reason for leaving employment: \_\_\_\_\_  
\_\_\_\_\_

Have you ever been forced to resign or terminated from a position?                      Yes                      No

**AUTHORIZATION TO CONTACT PREVIOUS EMPLOYER**

May we contact your previous employer to discuss position held, duties performed and reason for leaving?              Yes              No

**SIGNATURE/DISCLAIMER**

By signing below, I hereby certify that my answers are true and complete to the best of my knowledge. If this application leads to employment, I understand that any false or misleading information, whether intentional or unintentional, failure to answer questions or leave blank responses, regardless of time of discovery, on my application or during my interview may result in termination of my employment. I also understand that Pulaski County is required to provide information regarding my employment to Federal or State agencies for use in employment investigations and inquiries. I further understand that the information included with this application is subject to verification and consent to Pulaski County contacting my references and former employer in consideration of my employment.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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Pulaski County is an At-Will employer. Unless otherwise stated in a written agreement signed by the County Administrator. This means that either the County or the employee may terminate employment at any time for any reason, with or without notice.