



# Employment Application Information

James City County Human Resource Department  
101-F Mounts Bay Road  
P.O. Box 8784  
Williamsburg, Virginia 23187  
Hours of Operation 8 a.m. - 5 p.m. Monday - Friday  
Phone: (757) 253-6680 Fax: (757) 253-6878  
E-mail: [hr@jamescitycountyva.gov](mailto:hr@jamescitycountyva.gov)

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*Thank You for Your Interest in James City County, an Equal Opportunity Employer*

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## How do I find out what jobs are available?

- ▶ Visit our web site at [www.jamescitycountyva.gov](http://www.jamescitycountyva.gov)
- ▶ Watch JCC TV48 on Cox Cable
- ▶ Visit the Human Resource Department at the James City County Government Center or Satellite Office in the Toano Office Building. Visit [www.jamescitycountyva.gov](http://www.jamescitycountyva.gov) for directions
- ▶ Check the Sunday Daily Press classified ads for selected positions
- ▶ If you are interested in seasonal summer jobs or a career as a Firefighter or Police Officer and would like to be notified when we are accepting applications, visit <http://www.jamescitycountyva.gov/subscribe.html> to subscribe to the mailing list

## How do I apply for a job?

Complete a separate James City County application with the title and position number for each position for which you are applying. Applications are accepted only for advertised positions. You are welcome to attach a resume to a completed application; however, resumes are not accepted instead of an application. For full consideration, please fully complete and sign the application.

## What do I do with the completed application?

- ▶ Drop it off at the Human Resource Department or Satellite Office
- ▶ Fax to (757) 253-6878
- ▶ E-mail to [hr@jamescitycountyva.gov](mailto:hr@jamescitycountyva.gov)
- ▶ Mail to: James City County Human Resource Department, P.O. Box 8784, Williamsburg, VA 23187-8784

## When are applications due?

Applications must be received in the Human Resources Department by 5 p.m. on the closing date listed in the advertisement to be considered. Applications for positions advertised as Open Until Filled will be accepted until a job offer has been made.

## When will I hear something?

**You will only be contacted if you are selected to be interviewed.** To check the status of a position, visit [www.jccEgov.com](http://www.jccEgov.com) and click on Employment.

## How can I learn about the job duties and physical requirements?

The job description with essential functions and physical requirements for each of the advertised positions may be viewed or downloaded from [www.jamescitycountyva.gov](http://www.jamescitycountyva.gov) or are available in the James City County Human Resource Department.

## How can I get assistance?

Human Resource staff is available to assist with the application process or to answer questions. Contact the Human Resource Department at (757) 253-6680 (8 a.m.-5 p.m., Monday-Friday) or [hr@jamescitycountyva.gov](mailto:hr@jamescitycountyva.gov).

*~ Please Keep This Page for Your Information ~*



## Miscellaneous Information

	Yes	No
Answer question #1 only if you are applying for a Police Officer position.		
1. Are you a citizen of the United States?	<input type="checkbox"/>	<input type="checkbox"/>
2. For the purpose of compliance with the United States Immigration and Nationalization Act, and Section 40.1-11.1 of the Code of Virginia, are you legally eligible for employment in the United States?  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.	<input type="checkbox"/>	<input type="checkbox"/>
3. Have you ever served in the military? If yes, please provide dates of service: From: _____ To: _____ If yes, were you separated from service under OTHER than honorable conditions? If you answered "Yes," please explain: _____	<input type="checkbox"/>	<input type="checkbox"/>
4. 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 180 consecutive days of full-time active-duty in the armed forces of the United States or reserve components thereof, including the National the National Guard, or (ii) has a service-connected disability rating fixed by the United States Veterans Affairs?	<input type="checkbox"/>	<input type="checkbox"/>
5. Do you have a valid driver's license? If yes, please give State: _____ License Number: _____	<input type="checkbox"/>	<input type="checkbox"/>
6. Do you have a valid commercial driver's license? If yes, please give State: _____ License Number: _____ Class: _____	<input type="checkbox"/>	<input type="checkbox"/>
7. Do you have any relatives employed by James City County? If yes, name: _____ Relationship: _____	<input type="checkbox"/>	<input type="checkbox"/>
8. Have you ever worked or are you currently employed by James City County (not including the school system)? If yes, list position/department: _____ From _____ To _____	<input type="checkbox"/>	<input type="checkbox"/>
9. Are you under the age of 18?  Employees must be a minimum of sixteen (16) years of age by the date of hire (twenty-one (21) to become a Police Officer). Employees between age sixteen and eighteen may only be hired in positions which meet the Child Labor Regulations of the Fair Labor Standards Act, CFR, Title 29, Chapter V, Part 570.	<input type="checkbox"/>	<input type="checkbox"/>
10. Have you been fired or asked to resign from employment? If you answered "Yes," please provide the name of the employer and date employment ended and explain: _____	<input type="checkbox"/>	<input type="checkbox"/>
11. Have you been <b>convicted</b> of a violation of law (including traffic violations, for example, parking ticket, speeding, etc.)?  If yes, what type: <input type="checkbox"/> Felony <input type="checkbox"/> Misdemeanor <input type="checkbox"/> Traffic (Paying a traffic ticket is considered a conviction.) <input type="checkbox"/> If other, please list: _____  If yes, please explain: _____  In answering this question, you need <b>NOT</b> report the following: <ul style="list-style-type: none"> <li>• Arrests not followed by convictions;</li> <li>• Convictions which were annulled or expunged;</li> <li>• Offense for which you were tried as a minor or juvenile; or</li> <li>• 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.</li> </ul> Dismissals from employment, less than honorable discharges from military service, 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.	<input type="checkbox"/>	<input type="checkbox"/>

# 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: \_\_\_\_\_ Employer: \_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_\_ Address: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Supervisor's Title: \_\_\_\_\_

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

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

Description of Work:

\_\_\_\_\_  
Job Title: \_\_\_\_\_ Employer: \_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_\_ Address: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Supervisor's Title: \_\_\_\_\_

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

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

Description of Work:

\_\_\_\_\_  
Job Title: \_\_\_\_\_ Employer: \_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_\_ Address: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Supervisor's Title: \_\_\_\_\_

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

Phone: (\_\_\_\_) \_\_\_\_\_ Address: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Supervisor's Title: \_\_\_\_\_

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

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

Description of Work:

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Job Title: \_\_\_\_\_ Employer: \_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_\_ Address: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Supervisor's Title: \_\_\_\_\_

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

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

Description of Work:

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Job Title: \_\_\_\_\_ Employer: \_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_\_ Address: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Supervisor's Title: \_\_\_\_\_

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

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

Description of Work:

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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 James City County 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 James City County departments/division and agencies to determine qualifications for employment, eligibility for transfer, reinstatement, promotion, and/or demotion. All or part of this information may be furnished to others as indicated below:

1. Representatives from County agencies, if required to determine employment suitability.
2. Representatives of Federal, State, and local agencies engaged in investigating violations of the law.
3. Individuals or agencies requesting statistical data exclusive of personal identification.
4. 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 authorize:
  - a. James City County to conduct a thorough background investigation, except as pertains to race, national origin, gender, age, or other non job-related criteria, to be used relative to my employment with the County. This investigation may include driving record checks and results of drug and alcohol tests conducted by previous employer(s); and,
  - b. Inquiries of any person, educational institution or other organization, to give or to verify information pertinent to my application for employment with James City County.
3. I hereby agree that James City County may, in accordance with the 2004 Amendments to the Fair Labor Standards Act and the James City County 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 County's Overtime Policy for Non-Exempt Employees.
4. I understand that:
  - a. False or incomplete statements made on the application are grounds for disqualification or termination from employment;
  - b. I may be required to take a post offer medical examination given at the County's expense, and that my employment may be dependent upon satisfactory results of the examination;
  - c. If I am an applicant for a sworn Police, uniformed Fire or Emergency Medical Services position, a position that requires a CDL, use of a respirator, is physically demanding or defined as safety sensitive, my post offer medical examination and subsequent periodic medical examinations as specified by the County's Physical Exam Program may include drug and alcohol screening; and
  - d. Any employment is conditioned upon successful completion of an introductory period and that James City County 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.
5. 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.

Print Name: \_\_\_\_\_

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

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

## Recruitment Survey

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How did you **FIRST** find out about this vacancy?

- |                                                                  |                                                     |
|------------------------------------------------------------------|-----------------------------------------------------|
| <input type="checkbox"/> Daily Press                             | <input type="checkbox"/> James City County Web Site |
| <input type="checkbox"/> Virginia Gazette                        | <input type="checkbox"/> Career Builder             |
| <input type="checkbox"/> Richmond Times-Dispatch                 | <input type="checkbox"/> Other web site: _____      |
| <input type="checkbox"/> Virginia Pilot/Ledger Star              | <input type="checkbox"/> Friend/Relative            |
| <input type="checkbox"/> Hampton Roads Voice                     | <input type="checkbox"/> Cable Channel              |
| <input type="checkbox"/> Richmond Voice                          | <input type="checkbox"/> County Employee            |
| <input type="checkbox"/> Other newspaper _____                   | <input type="checkbox"/> Radio Station: _____       |
| <input type="checkbox"/> James City County Human Resource Office | <input type="checkbox"/> Job Fair Location: _____   |
| <input type="checkbox"/> Virginia Employment Commission          | <input type="checkbox"/> Other: _____               |
| <input type="checkbox"/> School: _____                           |                                                     |

## 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 and is removed from your application prior to review by the hiring department.

Gender: 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.*

- Hispanic or Latino*  
All persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.
- White (not of Hispanic origin)*  
All persons having origins in any of the original peoples of Europe, North Africa, or the Middle East.
- Black or African-American (not of Hispanic origin)*  
All persons having origins in any of the Black racial groups of Africa.
- Native Hawaiian or Other Pacific Islander (Not Hispanic or Latino)*  
A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
- Asian (Not Hispanic or Latino)*  
All persons having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
- American Indian or Alaskan Native (Not Hispanic or Latino)*  
All persons having origins in any of the original peoples of North and South America (Including Central America), and who maintain cultural identification through tribal affiliation or community recognition.
- Two or More Races*  
All persons who identify with more than one of the above six races.