



Commissioner of the Revenue



City Hall
Virginia Beach, VA 23456-9002

Philip J. Kellam
Commissioner

VBgov.com/cor

EMPLOYMENT APPLICATION

Personal Information

Last Name:		First Name:		Middle Name:		Email Address:	
Address:			City:		State:	Zip Code:	Country:
Home Phone:	Work Phone:	Cell/Other Phone:	Are you legally eligible for employment in the United States?		Are you a United States Veteran?		
Have you ever been employed by the City of Virginia Beach?				If yes, please list the department and dates of your employment:			
Is any member of your family currently employed with the City of Virginia Beach?				If Yes, give name, relationship, department, and position:			

Education

Indicate Highest Level Completed:	
High School	College

Name of College/University:	Dates Attended:	Hours Completed:	Type of Hours:	Degree Earned:	Major/Minor:
	From: To:				

Work Experience

Employer Name:	Job Title:	Dates Employed: From: To:	New Formatted Dates Employed: From: To:	Starting Salary:	Most Recent/Ending Salary:
Supervisor Name:	Supervisor Phone Number:	Number Supervised by You:	Hours per Week:	Type of Employment:	
Reason for Leaving:			Special Skills:		
Job Duties (Be Specific):					

Employer Name:	Job Title:	Dates Employed: From: To:	New Formatted Dates Employed: From: To:	Starting Salary:	Most Recent/Ending Salary:
Supervisor Name:	Supervisor Phone Number:	Number Supervised by You:	Hours per Week:	Type of Employment:	
Reason for Leaving:			Special Skills:		
Job Duties (Be Specific):					

Additional Information

Do you have a Driver's License?	Type of Driver's License: <input type="checkbox"/> Standard Operator <input type="checkbox"/> Commercial (CDL)	State:	Expiration:
List and provide official documentation of other job-related Licenses/Certifications you have, including State and Expiration:			
Indicate Computer Skills:			
<input type="checkbox"/> Word processing (WordPerfect, MS Word, Works)	<input type="checkbox"/> E-Mail (GroupWise, Outlook)	<input type="checkbox"/> Other (Power point, Presentation, Publisher)	
<input type="checkbox"/> Spreadsheet (Quattro Pro, Excel)			
<input type="checkbox"/> Database (Access, FoxPro)			
List and provide official documentation of other job-related Licenses/Certifications you have, including State and Expiration:			

Criminal History

Do you have any pending charges against you?	If yes, charge:
Have you ever been convicted of a criminal offense?	If yes, please describe the nature and circumstances of the crime:

Supplemental Questions

If a city employee referred you to this position, please provide his/her name and department. (If you were not referred by an employee, enter NA):
If you heard about this job from a source different from the above choices, please list here.

Agreement

STATEMENT OF CERTIFICATION AND BACKGROUND CHECK AUTHORIZATION

The information supplied by me in the application/selection process is complete and true to the best of my knowledge and belief. I understand that any misstatement, misrepresentation or omission of material facts may cause my forfeiture of any and all rights to employment in the municipal service of the City of Virginia Beach.

I recognize the need of the City of Virginia Beach to examine and verify information pertaining to my qualifications for employment and hereby freely consent to allowing the City to verify such information. I further authorize the release of such information to the City for application/selection process verification purposes and waive my rights under the Privacy Act or other legal limitations pertaining thereto.

I hereby acknowledge and understand that the City of Virginia Beach has the authority, in accordance with the 1985 Amendments to the Fair Labor Standards Act, to award compensatory time at the time and one-half rate in lieu of overtime pay for all overtime worked by all employees who are non-exempt under the City's Overtime Policy.

I understand that if employment is offered by the City of Virginia Beach, such employment shall be conditional upon, but not limited to, State Police verification of my criminal history, Federal Bureau of Investigations (FBI) verification of my criminal history, and where applicable, Department of Motor Vehicles (DMV) verification of my driving record and Department of Social Services child abuse/neglect checks. Further, if I am hired and subsequent information discloses child abuse or neglect information, a criminal history and/or DMV record that is deemed unsatisfactory, I understand that the City has the right to immediately terminate me.* The aforementioned employment is also conditional upon successful completion of a probationary period and with the understanding that the City of Virginia Beach will not be committed to retain me for any specific term of employment. Some positions may require a medical and/or psychological evaluation as a condition of employment. In accordance with the City of Virginia Beach Substance Abuse Policy, such medical evaluation may include a drug screening.

The following information pertains to positions in departments which participate in federal reimbursement programs and the Office of the Inspector General (OIG) Hiring Exclusions: I understand that if I am excluded from participation in federal reimbursement programs (including, but not limited to, Medicaid, Medicare, and Champus) by the Office of the Inspector General, then I do not meet the requirements and am not eligible for further consideration for this position.

I certify that I have read the above statements or have had them read to me and that I understand them.

BY SIGNING BELOW, I certify that I have read and agree with these statements.

Applicant's Name	Applicant's Signature	Date

Send your completed application to:

Commissioner of the Revenue
2401 Courthouse Drive
Virginia Beach, VA 23456