



**For Office Use Only**  
 Notification Sent: \_\_\_\_\_

## Application for Employment

Department of Human Resource Management • 801 Crawford Street • Portsmouth, Virginia 23704  
*An Equal Opportunity Employer*

### One Position per Application

\*\*\* YOUR APPLICATION MUST BE COMPLETE TO BE CONSIDERED FOR THE POSITION. \*\*\*

Position Desired: \_\_\_\_\_ Dept.: \_\_\_\_\_ Date: \_\_\_\_\_

### Personal Information

Last Name:	First Name & Middle Initial:	Social Security Number:	Telephone Number(s): H: ( ) _____ W: ( ) _____
Address:	City/State:	Zip Code:	Have you ever been employed by the City of Portsmouth? <input type="checkbox"/> YES <input type="checkbox"/> NO If yes, give department name and separation date: _____

### Education & Qualifications

(Please attach any related licenses and certifications)

Circle the highest grade completed: 1 2 3 4 5 6 7 8 9 10 11 12 <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Check one: <input type="checkbox"/> H.S. Graduate <input type="checkbox"/> G.E.D.	Do you have a valid • Driver's License? <input type="checkbox"/> Yes <input type="checkbox"/> No State ____ • Commercial Driver's License? <input type="checkbox"/> Yes <input type="checkbox"/> No State ____ • CDL Instruction Permit? <input type="checkbox"/> Yes <input type="checkbox"/> No State ____		
List High Schools Attended:	Location:	Dates Attended:	Course of Study:	
List College/University(s) Attended:	Location:	Dates Attended: FROM: Month/Year TO: Month/Year	Major/Minor:	Type of Degree & Date
List specialized training, extracurricular activities, military schools and courses:				

Excluding minor traffic infractions, have you ever been convicted of a crime including DWI/DUI or reckless driving?  YES  NO

If yes, give charge, date, place and disposition: \_\_\_\_\_

**Note: A conviction does not automatically mean that you cannot be considered for employment.**

### Skills Inventory

Do you have typing and/or keyboarding skills?  YES  NO If yes, how many words per minute? \_\_\_\_\_ Do you take shorthand?  YES  NO

List office equipment & software that you use proficiently: \_\_\_\_\_

List construction equipment and vehicles that you operate proficiently: \_\_\_\_\_

Give reason(s) for leaving previous employment. \_\_\_\_\_

List other skills, training, abilities, apprenticeships, licenses or professional registrations: (Example: CPA, PE, Auto Mechanics) \_\_\_\_\_

\_\_\_\_\_