

Middle Peninsula Juvenile Detention Commission

Merrimac Center
 9300 Merrimac Trail
 Williamsburg, VA 23185
 P: 757-887-0225 ... F: 757-887-0340
Application for Employment



Position Applying for: _____

How did you hear about us? _____

Applicant Information

Full Name: _____ **Date:** _____

_____ *Last* _____ *First* _____ *Middle*

Address: _____ **Apartment/Unit #** _____

_____ *Street Address* _____ *City* _____ *State* _____ *ZIP Code*

Phone: _____

Cell Phone: _____ **Email:** _____

Are you over the age of 18? YES NO Do you have a valid Virginia driver's license? YES NO
 Are you a citizen of the United States? ** YES NO If no, are you authorized to work in the U.S.? YES NO

**You are legally eligible for employment if you are a United States citizen. If you are not a citizen, you are legally eligible for employment if you have completed Form 1-151 or Form 1-551 (Alien Registration Receipt Card), or Form 1-94 with the appropriate class designation endorsed by the U.S. Immigration and Naturalization Service showing that you have been authorized to accept employment. If you are not a U.S. citizen, please state which numbered form you have completed. Form/proof of citizenship is required prior to employment

Form Number

Have you previously applied for a position with this commission? YES NO If yes, when? _____

Do you have any relatives employed by this commission? YES NO Name/Relationship: _____

Are you currently a member of the Virginia Retirement System (VRS)? If yes, for how many years? YES NO YRS. _____

Have you ever been charged or convicted of a criminal offense? YES NO
 If yes, list offense(s), date(s), location of court(s) proceeding(s) and sentence(s). A conviction does not automatically remove you from consideration for employment: _____

Have you had, or do you currently have, a pending or founded CPS complaint against you? YES NO

If yes, provide details: _____

Education

High School: _____ **Address:** _____

From: _____ **To:** _____ **Did you graduate?** YES NO **Diploma/GED:** _____

College: _____ **Address:** _____

From: _____ **To:** _____ **Did you graduate?** YES NO **Degree:** _____

Other: _____ **Address:** _____

From: _____ **To:** _____ **Did you graduate?** YES NO **Degree:** _____

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References

Please list 3 individuals, not related to you, **in addition to** the supervisors listed on this application, whom can provide information regarding your ability to perform the position for which you are applying:

Full Name: _____ Relationship: _____

Phone: _____

Email: _____

Full Name: _____ Relationship: _____

Phone: _____

Email: _____

Full Name: _____ Relationship: _____

Phone: _____

Email: _____

Military Service

Branch: _____ From: _____ To: _____

Rank at Discharge: _____ Type of Discharge: _____

If other than honorable, explain:

Previous Employment

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your **current** supervisor for a reference? YES NO

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

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Previous Employment (continued)

Company: _____ Phone: _____
Address: _____ Supervisor: _____
Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

Company: _____ Phone: _____
Address: _____ Supervisor: _____
Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

Company: _____ Phone: _____
Address: _____ Supervisor: _____
Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

Company: _____ Phone: _____
Address: _____ Supervisor: _____
Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

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Disclaimer and Signature

NOTICE TO APPLICANTS

This information is provided pursuant to the Privacy Act of 1976 for individuals supplying information for inclusion in a system of records.

POLICY: The policy of the Middle Peninsula Juvenile Detention Commission 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 Middle Peninsula Juvenile Detention Commission 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. Federal, state and local agencies in which you have an interest as a potential employee.
3. Federal, state and local agencies to create personnel files following your employment with Middle Peninsula Juvenile Detention Commission.
4. Representatives of federal, state and local agencies engaged in investigating violations of the law.
5. Individuals or agencies requesting statistical data exclusive of personal identification.

EFFECTS OF NONDISCLOSURE

CERTIFICATION AGREEMENT

1. I have read and understand the attached Privacy Act Notice for Employment Forms.

2. I certify that this application is a complete record and that all entries and attachments are true and accurate to the best of my knowledge.

3. I authorize:

* Middle Peninsula Juvenile Detention Commission to conduct a thorough background investigation, except as it applies to race and national origin. This investigation may include: sex, age, or other non-job-related criteria to be used relative to my employment with the Commission. This investigation may include driving record checks and results of drug and alcohol tests conducted by previous employer(s); and,

* My former employers/supervisors and those listed as references to provide any job related information they have about me, including results of drug and alcohol tests, and I release all concerned from any liability in connection with the release of this information.

4. I understand that:

* False or incomplete statements made on the application are grounds for disqualification from employment;

* I may be required to take a post offer medical exam given at the Commission's expense, and that my employment may be dependent on the results of that exam

* If I am an applicant for a position that requires use of a respirator, is physically demanding or defined as safety sensitive, my post medical exam and subsequent periodic medical exams as specified, may include drug and alcohol screening ; and;

* Any employment is conditioned upon successful completion of a probationary period and that the Middle Peninsula Juvenile Detention Commission 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 Commission.

Signature: _____

Date: _____