



TOWN OF OCCOQUAN

Circa 1734 • Chartered 1804 • Incorporated 1874
314 Mill Street • PO Box 195 • Occoquan, Virginia 22125
(703) 491-1918 • Fax (571) 398-5016 • info@occoquanva.gov
www.occoquanva.gov

EMPLOYMENT APPLICATION

Personal Information

Name: _____ Date: _____
Last First MI

Address: _____
No. & Street City State Zip Code

Phone Number: _____ Email: _____

Position Applied For: _____ Full Time Part Time Seasonal Auxiliary

Start Date Available: _____ Salary Desired: _____

Days available to work (select all that apply): Monday - Friday | Saturdays and Sundays | Holidays

Employment Eligibility

Are You a US Citizen? Yes No * If NO, are you allowed to work in the US? Yes No

Are you 18 years or older? Yes No

Have you ever worked for the Town of Occoquan? Yes No * If YES, start and end dates: _____

Have you ever been convicted of a felony? Yes No * If YES, please explain: _____

Education, Certifications and Professional Experience

Please attach a resume that details education, certifications, professional memberships, volunteer positions, employment history and any other information that illustrates your qualifications for the position you are applying for.

Highest Level of Education: High School Diploma Vocational Associates Degree Bachelors Degree Masters Degree Doctorate
 Other: _____

Current/Most Recent Employer: _____ Address: _____

Supervisor Name: _____ Phone: _____ Email: _____

Dates of Employment: From ____ (Mo/Yr) To ____ (Mo/Yr) Present | FT PT Seasonal | No. of Hours: _____

Reason for Leaving: _____

May we contact your current employer? Yes No | Attachments: Resume Cover Letter References Other: _____

****A professional resume must be attached to this application to be considered a complete application submission. Employment Applications submitted without at least a resume will not be considered complete and will not be considered in the applicant pool.****

Applicant's Certification and Agreement

I hereby certify that the facts set forth in the above employment application are true and complete to the best of my knowledge and authorize The Town of Occoquan to verify their accuracy and to obtain reference information on my work performance. I hereby release the Town of Occoquan from any/all liability of whatever kind and nature which, at any time, could result from obtaining and basing an employment decision on such information.

I understand that falsified statements of any kind or omissions of facts called for on this application may result in disqualification for consideration for employment or, if already employed, grounds for immediate dismissal.

I understand that should an employment offer be extended to me and accepted, I will fully adhere to the policies, rules and regulations of employment of the Town. However, I further understand that neither the policies, rules, regulations of employment or anything said during the interview process shall be deemed to constitute the terms of an implied employment contract. I understand that any employment offered is for an indefinite duration and at will and that either I or the Town may terminate my employment at any time with or without notice or cause.

Signature of Applicant: _____ Date: _____

The Town of Occoquan is an Equal Opportunity Employer (EOE) and is fully committed to the principles of equal employment opportunity. The Town maintains and promotes equal opportunity for all employees and applicants for employment in accordance with relevant state and federal laws. The Town will not discriminate on the basis of race, color, religion, sex, national origin, age, or physical or mental disability unrelated to the ability to perform the essential functions of the position.