



Town of Vienna, Virginia

Employee Core Values

These are the guiding principals that describe the behaviors desired from every single town employee. In essence these values clarify what kind of organization we want to work in and what kind of people we want to work with each day. All Town employees contributed to their development and we are proud of our final product. Those who wish to work for the Town of Vienna will be expected to embrace these values each and every day at their work place.

Preamble – Traditions

- Our most valuable asset is our reputation.
- We balance the need for change while preserving our history and small town character.

Core Values

- Integrity: Our actions are guided by ethical and honest conduct.
- Customer: We are responsive and service-oriented to meet customer needs.
- Valuing Employees: Our employees are our most valuable resource.
- Organizational Excellence: We deliver value and exceed expectations.
- Communications: We create an environment that fosters dialogue.
- Accountability: In all levels of the organization, we as individuals hold ourselves accountable for our actions.

Prepared by the employees of the Town of Vienna
May 15, 2008

Town of Vienna, Virginia
Employment Application

Administrative Services Office
127 Center Street, South
Vienna, VA 22180
703-255-6350 VOICE • 711 TTY VA Relay Svc
202-521-9309 FAX • jobs@viennava.gov

Website: www.viennava.gov



JOB APPLIED FOR:

PERSONAL INFORMATION

First Name:	Middle Initial:	Last Name:
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Address:

City:	State:	Zip Code:
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Home Phone: ()	Cell Phone: ()	Alternate Phone: ()
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In accordance with the Immigration and Reform Act of 1986, the Town of Vienna will only employ persons legally authorized to work in the United States. State whether you are legally eligible to work in this country. (Employment is conditional on submitting proof of eligibility within 3 days of employment.) Yes No

Have you ever applied for employment with the Town of Vienna? Yes No
Have you ever been previously employed by the Town of Vienna? Yes No
If so, list date and position:

Do you have any relatives that currently work for the Town of Vienna? Yes No
If yes, name of relative(s):

Are you employed now? Yes No | May we contact your current employer? Yes No

Do you have a valid driver's license? Yes No

Type: Regular CDL CDL Permit Endorsements (list)

If yes, State:	License Number:
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Have you ever been convicted of a criminal offense (omitting minor traffic violations and juvenile offenses)? Include convictions by general court martial in the military service?
 Yes No **If yes, give the date, court, charge, fine and/or services**

NOTE: A conviction does not automatically mean you cannot be appointed. What you were convicted of and how long ago are important. State all facts so a decision can be made.

EDUCATION				
	High School	GED	College/University	Graduate / Professional
School Name:				
Years Completed:	9 10 11 12		1 2 3 4	1 2 3 4
Diploma:	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Course of Study:				
List any specialized certification or licensure:				

EMPLOYMENT HISTORY		
List all positions held, starting with your most recent or present position. Account for all periods of unemployment and attached additional pages if necessary.		
Current Employer:	Dates Employed (Month and Year)	
	From	To
Address:		
City and State:	Phone: ()	
Supervisor:	Reason for Leaving:	
Your Job:		
Ending Salary or Hourly Wage:		
Work Performed:		

Previous Employer:	Dates Employed (Month and Year)	
	From	To
Address:		
City and State:	Phone: ()	
Supervisor:	Reason for Leaving:	
Your Job:		
Ending Salary or Hourly Wage:		
Work Performed:		

EMPLOYMENT HISTORY CONTINUED		
Previous Employer:	Dates Employed (Month and Year)	
	From	To
Address:		
City and State:	Phone: ()	
Supervisor:	Reason for Leaving:	
Your Job:		
Ending Salary or Hourly Wage:		
Work Performed:		

Previous Employer:	Dates Employed (Month and Year)	
	From	To
Address:		
City and State:	Phone: ()	
Supervisor:	Reason for Leaving:	
Your Job:		
Ending Salary or Hourly Wage:		
Work Performed:		

ADDITIONAL INFORMATION: SPECIAL QUALIFICATIONS OR SKILLS
List any special skills or abilities related to the position for which you are applying (i.e., certifications, computer proficiency, professional licenses and certificates).
Second language skills (Other than English) ___ Yes ___ No
If Yes, please list: _____

ADDITIONAL INFORMATION: TRAINING OR COURSE WORK

List any training, classes or course work which you have completed related to the position for which you are applying (i.e., working training programs, apprenticeships, armed forces training).

PROFESSIONAL REFERENCES:

List three professional references familiar with your recent work who we may contact.

Name:	Phone: ()
Title	Company:
Name:	Phone: ()
Title	Company:
Name:	Phone: ()
Title	Company:

AUTHORIZATION AND RELEASE

I HEREBY AUTHORIZE the Town of Vienna, Virginia, to obtain from my present and past employers all information concerning my history with these firms.

I certify that the foregoing statements are, to the best of my knowledge, true and correct and understand that any misstatement or omission as to material fact will constitute grounds for disqualification of my application or dismissal from the employ of the Town of Vienna. I understand that should I need accommodation during the selection process, it is my responsibility to request this in advance.

I hereby agree, as a condition of employment or continued employment, to give the Town of Vienna permission to obtain a copy of my driving record, if driving is a function of the job.

I understand that I may receive a conditional offer of employment contingent upon passing the Town's physical examination process that can include substance screening tests.

I understand that this application is not intended to be a contract of employment, and if I am employed, my employment will be as an employee at will, and that my employment may be terminated by the employee or employer at any time, with or without cause.

APPLICANT'S SIGNATURE:	DATE:
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All applicants are considered for employment without regard to race, color, creed, religion, national origin, gender, sexual orientation or disability.

Incomplete applications will not be processed.

Town of Vienna, Virginia
**AUTHORIZATION FOR RELEASE OF
PERSONAL INFORMATION**

This page is to be completed by all candidates
for employment with the Town.



Name:	SSN:
Date of Birth:	State Licensed In:
Driver's License Number:	

This release, when presented by a duly authorized representative of the **TOWN OF VIENNA** will constitute my consent and authority to examine and obtain copies and abstracts of records and to receive statements and other information regarding my character and background.

Specifically, I hereby authorize the release of the following data and/or records to the **TOWN OF VIENNA**:

- CRIMINAL RECORDS AND OTHER INFORMATION FROM LAW ENFORCEMENT AGENCIES.
- DRIVING RECORD AND HISTORY (**WHEN APPLYING FOR A POSITION WHICH REQUIRES A VALID DRIVER'S LICENSE**)
- OTHER INFORMATION PERTAINING TO MY CHARACTER AND/OR WORK HISTORY.

This authorization is given in connection with a background investigation being conducted relative to my application for employment with the **Town of Vienna**. I have had explained to me, and I fully understand that refusal to grant this authorization will not, of itself, constitute a basis for rejection of my application.

A photocopy of this release form will be valid as an original hereof, even though the said photocopy does not contain an original writing of my signature.

AUTHORIZATION

Signature:	Date:
Witness Signature:	Date:

Town of Vienna, Virginia Applicant Data Form

The Town of Vienna, in compliance with federal law, requests (but do not requires) applicants to complete the Applicant Data Form. Information obtained from this form is used solely for statistical reporting purposes. This page will be separated from the employment application and will not be used in any way in the Town's employment or review process.



VOLUNTARY SURVEY	
Name:	Job Applied For:
Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female	
Race / Ethnic Origin (check one):	
<input type="checkbox"/> White	All persons having origins in any of the original people of Europe, North Africa or the Middle East. Includes Arabian. Does not include persons of Hispanic origin.
<input type="checkbox"/> Black	All persons having origins in any of the black racial groups of Africa. Includes Jamaican, Bahamians and other Caribbeans of African but not Hispanic or Arabian descent.
<input type="checkbox"/> Hispanic	All persons of Mexican, Puerto Rican, Cuban, Central or South American or other Spanish culture or origin, regardless of race.
<input type="checkbox"/> Asian/Pacific Islander	All persons having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent or the Pacific Islands. This area includes, for example, China, India, Japan, Korea, the Philippine Islands and Samoa. Also includes Pakistanis.
<input type="checkbox"/> American Indian/Alaskan Native	All persons having origins in any of the original peoples of North America and who maintain cultural identification through tribal affiliations on community recognition.

Referral Source	
Select one of the following choices:	
<input type="checkbox"/> Walk-In	<input type="checkbox"/> Virginia Employment Commission
<input type="checkbox"/> Town Employee (List Name)	<input type="checkbox"/> Town of Vienna Web Site
<input type="checkbox"/> Newspaper Ad: (specify paper):	<input type="checkbox"/> Internet (specify web site)
<input type="checkbox"/> Other: (specify source):	