

Town of Vienna, Virginia
Temporary Employment Application

Human Resources Office
127 Center Street, South
Vienna, VA 22180

Phone-(703)255-6362
Fax-(202)521-9309
Human.Resources@viennava.gov
www.viennava.gov



Job Applied For: (Please Choose One or More)

- Temporary Parks Maintenance Worker
- Temporary Community Center Customer Service Rep/Front Desk Assistant
- Temporary Public Works Administrative Assistant

PERSONAL INFORMATION

First Name:	Middle Initial:	Last Name:
Address:		
City:	State:	Zip Code:
Preferred Phone:	Email:	

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

EMPLOYMENT HISTORY

Current Employer:	Date Employed:
Address:	
City and State:	

Your Job:
Work Performed:
*Proof of Federal Employment (via ID Badge or pay stub) will be required

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).

AUTHORIZATION AND RELEASE	
<p>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.</p> <p>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.</p> <p>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.</p>	
APPLICANT'S SIGNATURE:	DATE:

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.
<p>The Town of Vienna does not discriminate on the basis of disability in the admission or access to, or treatment of employment in, its programs or activities. The Town's Director or Public Works, 127 Center St., S., Vienna, VA 22180, has been designated to coordinate compliance with the non-discrimination requirements.</p> <p>This document will be made available in large print or audio cassette upon request. Call 703-255-6330/TTY 711.</p>