

King and Queen County

Help Wanted

Part-time Administrative Assistant in the King and Queen County Administrator's Office. Duties include but not limited to records management/retention pursuant to Library of Virginia guidelines, minute transcription/recording as Deputy Clerk to the Board of Supervisors, and other duties as assigned by the County Administrator. Must have good verbal, written and typing skills and the ability to work under deadlines. Knowledge of Library of Virginia record keeping guidelines and previous local Government experience is preferred. May require attending monthly nighttime meetings. Application is available on the King and Queen County website (www.kingandqueenco.net). Return application and résumé to Tom Swartzwelder, County Administrator, PO Box 177, King & Queen CH, VA 23085. Position is open until filled. King and Queen County is an Equal Opportunity Employer.

Administrative Assistant – King and Queen County Administrator’s Office
(Position open until filled)

King and Queen County
APPLICATION FOR EMPLOYMENT

NOTICE: King and Queen County only employs U.S. Citizens and aliens authorized to work in the United States. In connection with this, all offers of employment are contingent on the production of certain documents that establish identity and eligibility to work in the U.S. U.S Citizens will be required to produce a valid driver’s license or ID card with photo and an original Social Security Card or a certified copy of a birth certificate or other documents that establish identity and eligibility to work in the U.S.

King and Queen and its employees are subject to the Drug-Free workplace Act of 1988. You will be subject to drug and alcohol testing requirements.

PERSONAL INFORMATION

Please provide your personal and contact information.

Name (Last, First, MI) _____ Nickname _____

Street Address _____

City _____ State _____ Zip Code _____

Mailing Address (if different from above) _____

(____) - ____ - ____ (____) - ____ - ____ (____) - ____ - ____
Home Phone Cell Phone Other Phone

Position Applying For: _____

E-mail Address _____

Are you at least 18 years of age? _____

REFERENCES

Please provide three personal references.

1) _____ (____) - ____ - ____
Reference’s Name Phone Number

_____ Email Address: _____
Mailing Address

2) _____ (____) - ____ - ____
Reference’s Name Phone Number

_____ Email Address: _____

Mailing Address

3) _____ (____) - _____ - _____
Reference's Name Phone Number
Email Address: _____

Mailing Address

EDUCATION

Please provide the following educational information.

Name of High School Attended City, State Dates Attended

Circle the highest grade you have completed: 1 2 3 4 5 6 7 8 9 10 11 12

Circle all that currently apply to you:

GED High School Diploma Associate's Bachelor's Master's Doctoral Business

List all colleges, universities, trade, vocational and military schools you have attended:

Name of Institution City, State Dates Attended

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Name of Institution City, State Dates Attended

Are you fluent in any foreign languages? (Circle one) Yes No

If so, list the language(s). _____

Typing Skills _____

Give information regarding your office and computer experience including Software knowledge and skills? _____

OTHER

If offered employment by the County, when will you be able to start work: _____

Have you ever been convicted of or plead guilty to a felony?_____ If yes, explain:_____

Is anyone related to you either an official of or now employed by King and Queen County? If yes, give name and position with the County:

EMPLOYMENT

Please provide the following experience information beginning with the current or most recent and working back from the last ten years. (If more space is needed please use additional sheet.)

Employer (_____) - _____ - _____
Phone Number

Address

Your Job Title Immediate Supervisor

_____/_____
Begin Date End Date

Reason for leaving: _____

Duties: _____

Employer (_____) - _____ - _____
Phone Number

Address

Your Job Title Immediate Supervisor

_____/_____
Begin Date End Date

Reason for leaving: _____

Duties: _____

Employer (_____) - _____ - _____
Phone Number

Address

Your Job Title Immediate Supervisor

_____/_____
Begin Date End Date

Reason for leaving: _____

Duties: _____

This application when properly completed and accepted by appropriate company personnel will remain active for 30 days from the date accepted and will be considered for any vacancy during this period for which the applicant has applied. This application will not be considered for employment vacancies beyond the 30 day period, unless renewed in person by the applicant.

I hereby authorize, without liability, any person or organization whose name I have given as a reference, or by whom I have previously been employed, to furnish the King and Queen County Administration Office any information they may have concerning my character, habits, ability, financial responsibility, job performance and reasons for leaving employment. I hereby release all such persons and organizations from any claims for damages of any kind which may result by reason of furnishing such information.

I hereby authorize the King and Queen County Sheriff's Department or any other law enforcement agency or court of record to furnish the King and Queen County Administration Office information concerning any felony or misdemeanor of which I have been convicted.

I have read and understand each of the paragraphs appearing in this application and further certify that this application was completed by me and that all entries and information placed on it are true and complete. I understand that any false, incomplete or deceptive response made by me on this application or other required documents shall be grounds for denial of employment or discharge.

Signature of Applicant

Date

Please mail completed application to:

**King and Queen County Administrator's Office
P. O. Box 177
King and Queen Courthouse, Virginia 23085
Attn: Thomas J. Swartzwelder**

OR

Deliver in person to our office at:

**242 Allen's Circle, Suite L
King and Queen Court House, VA 23085**