

Williamsburg – James City County Community Action Agency

312 Waller Mill Road Suite 405, Williamsburg VA 23185
Office 757-229-9332 – Fax 757-229-9336 –
E-Mail caa@wjccactionagency.org



APPLICANT INFORMATION											
Last Name			First			M.I.		Date			
Street Address								Apartment/Unit #			
City			State			ZIP					
Phone			E-mail Address								
Date Available				Social Security No.				Desired Salary			
Position Applied for											
Are you a citizen of the United States?			YES ☐		NO ☐		If no, are you authorized to work in the U.S.?			YES ☐ NO ☐	
Have you ever worked for this company?			YES ☐		NO ☐		If so, when?				
Have you ever been convicted of a felony?			YES ☐		NO ☐		If yes, explain				
EDUCATION											
High School			Address								
From		To		Did you graduate?		YES ☐		NO ☐		Degree	
College			Address								
From		To		Did you graduate?		YES ☐		NO ☐		Degree	
Other			Address								
From		To		Did you graduate?		YES ☐		NO ☐		Degree	
REFERENCES											
<i>Please list three professional references.</i>											
Full Name			Relationship								
Company			Phone								
Address											
Full Name			Relationship								
Company			Phone								
Address											
Full Name			Relationship								
Company			Phone								
Address											

PREVIOUS EMPLOYMENT			
Company		Phone	
Address		Supervisor	
Job Title	Starting Salary	\$	Ending Salary \$
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference? YES ☐ NO ☐			
Company		Phone	
Address		Supervisor	
Job Title	Starting Salary	\$	Ending Salary \$
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference? YES ☐ NO ☐			
Company		Phone	
Address		Supervisor	
Job Title	Starting Salary	\$	Ending Salary \$
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference? YES ☐ NO ☐			

MILITARY SERVICE	
Branch	From To
Rank at Discharge	Type of Discharge
If other than honorable, explain	

DISCLAIMER AND SIGNATURE	
I certify that my answers are true and complete to the best of my knowledge.	
If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.	
Signature	Date