

**SECTION 02-09**



**Effective Date: July 1, 1996**

**EMPLOYEE IDENTIFICATION**

All applicants for employment must furnish references and be interviewed prior to being considered for employment. Certain employee may be fingerprinted and/or bonded if determined necessary by the Appointing Authority immediately after acceptance of employment. The Appointing Authority shall determine and advise potential applicants at the time of posting the Notice of Position Vacancy/Availability if fingerprinting or bonding will be required.

All permanent/full-time and permanent part-time Administrative Division employees shall be provided official Employee Identification cards with photograph as soon as possible upon acceptance of employment. Employee Identification cards shall be of the design and contain the information depicted below. Cards shall be both of wallet and clip-on badge design and shall be carried or worn by employees while on duty as prescribed by the County Administrator or Administrative Division department head with the approval of the County Administrator. Employee Identification cards shall be turned in by the employee to his/her department head or the County Administrator upon termination of employment. Employee Identification cards shall be considered proof of employment within the Administrative Division. The County Administrator may encode cards through magnetic strips or other electronic media with such information as deemed necessary for specific employment-related purposes.

FRONT:

 <p>COUNTY OF WASHINGTON VIRGINIA EMPLOYEE IDENTIFICATION</p> <p><b>First, Middle Initial, Last Name</b> Position Title Name of Administrative Division Department</p>	
<b>EMPLOYEE NO.: ###</b>	PHOTO
<b>HIRE DATE: ####/##/##</b>	
<b>DATE OF BIRTH: ####/##/##</b>	

REVERSE:

IF FOUND PLEASE RETURN TO: WASHINGTON COUNTY OFFICE OF COUNTY ADMINISTRATOR 205 ACADEMY DRIVE ABINGDON, VIRGINIA 24210