



Town of Bedford
Human Resources Department
540.587.6041

Frequently Asked Employment Questions

Question:

Can I submit an Employment application for the Town of Bedford online?

Answer:

Yes! You can click on the link on the website and fill out the form electronically, use the signature feature to sign it, and submit it right online.

The application is e-mailed to Human Resources.

Also, the new application is in a printable version on the Town of Bedford Web Site, so that a hard copy can be printed and completed for submitting to HR.

Question:

Does the Fair Credit Reporting Act Acknowledgment and Consent Form have to be notarized?

Answer:

This form does not need to be notarized. However, if you are applying for any position in the Bedford Police Department you will need to submit a notarized Authorization For Release Form.

This form can also be found on the Town of Bedford Web Site.

Question:

If I am applying for more than one position, should an application be completed for each position?

Answer:

Yes, however, you may make a copy of the original application and submit a copy of the application for each job for which you are applying.

Be sure to put the name of each job for which you are applying at the top of the copied application. An original Fair Credit Reporting Act Acknowledgment and Consent Form, a Fair Credit Reporting Act Disclosure Form and a First Point Release Form must be completed for each position for which you are applying.

Question:

Where is the Human Resources Office located?

Answer:

The Human Resources Office is located in the Municipal Building, 215 E. Main Street, Bedford, Va.

Question:

What are the Human Resources Office Hours?

Answer:

The office hours are from 8:30 am to 5:00 pm, Monday – Friday.
Please check the website for our holiday calendar.

Question:

What if I don't have enough space to list all my employers?

Answer:

A supplemental employment sheet is available online and in Human Resources.

The Town of Bedford is an Equal Opportunity Employer. In order to encourage and maintain diversity in our workforce, we encourage all qualified individuals to apply for our open positions. If you have further questions about employment with the Town of Bedford, please contact us at 540.587.6041 or email us at hr@bedfordva.gov.

We appreciate your interest in our positions.